



BID/JOB ANNOUNCEMENT

Animal Care Aide I
Department of Animal Care & Control

Number of Positions: 2

Salary: \$48,960.00

This position is open to all current city employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site:

<https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

Under immediate supervision, performs a variety of tasks related to the basic feeding and the general care of animals at the City's Animal Care and Control Center, and performs related duties as required.

ESSENTIAL DUTIES:

- Provides general care and feeding to animals, following guidelines on the type and amount of food and the frequency of feedings for different animals, and providing water at regular intervals
- Cleans and sanitizes feeding bowls, pens, cages and pavilion areas housing animals, using low pressure power washing equipment, spray hoses, scrub brushes and related equipment
- Prepares cleaning solutions and follows standard procedures to sanitize specific areas where sick or contagious animals are housed
- Performs custodial duties including the mopping and sweeping of floors to maintain the general cleanliness of the facility
- Cleans and sterilizes operating rooms and other medical treatment areas
- Treats animals to reduce the spread of ticks and fleas using topical medications
- Transports impounded animals from vehicles to facility using various restraint devices such as catch poles and leashes to humanely secure animals
- Transports, carries, and restrains animals for medical treatment or examination purposes
- Prepares and updates manual and computerized records to inventory impounded animals
- Completes a daily inventory report to account for animals housed in assigned pavilion
- Reviews inventory of supplies and requisitions needed for food and cleaning supplies
- Unloads and stocks delivered animal food and supplies in central supply room
- Assists in preparing animals for euthanasia and in properly bagging and disposing of remains

- Assists in providing customer service at the front desk, answering questions about adoption procedures and processing paperwork, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

Location: 2741 S. Western, Chicago, IL
Days: Monday-Friday
Hours: Varies

MINIMUM QUALIFICATIONS

Six months of work experience working with animals in an animal hospital, shelter, or related animal facility.

NOTE: You must provide your transcripts or diploma, professional license, valid State of Illinois driver's license, or training certificates at time of processing, if applicable.

Preference will be given to candidates possessing the following:

- Previous customer service experience
- Previous experience entering and maintaining inventory on a computer
- Knowledge of equipment used to restrain animals
- Previous experience preparing animals for euthanasia

SELECTION REQUIREMENTS

This position requires applicants to complete an interview. Interviewed bid applicants possessing the qualifications best suited to fulfill the responsibilities of the position will be selected in **seniority order** according to the collective bargaining agreement. Interviewed Non-Bidders who possess the qualifications best suited to fulfill the responsibilities of the position will be selected.

THIS POSITION IS IN THE CAREER SERVICE

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Brandon Johnson, Mayor

Applications for this position will be accepted until 11:59 pm CDT on 4/11/2024