



Code: 3487

Family: Construction, Maintenance, and Skilled Labor

Service: Health and Welfare

Group: Medical and Social Service

Series: Public Health

CLASS TITLE: SUPERVISOR OF ANIMAL CARE AIDES

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises the work activities of staff to ensure the proper care, feeding and humane treatment of animals at the City's Animal Care and Control Center, and performs related duties as required

ESSENTIAL DUTIES

- Prepares work schedules and makes daily work assignments to ensure proper staffing at the center during an assigned shift
- Supervises daily work operations, directing staff engaged in the feeding and general care of animals, the cleaning and sanitizing of feeding bowls, pens and cages, the sterilizing of medical treatment areas and the custodial maintenance of the facility
- Monitors staff responsible for euthanizing animals by injection, ensuring established procedures are followed in administering drugs and disposing of remains
- Provides training and instruction to staff on all job functions including the humane treatment of animals, the sterilization of operating rooms, and euthanasia procedures
- Reviews and updates records of impounded animals to ensure their proper disposition within the legally defined time periods
- Monitors inventory levels, reviews inventory records and places orders to maintain adequate levels of supplies and materials for the facility
- Ensures cleaning and power washing equipment used in the cleaning of cages and other areas of the facility housing animals are properly maintained and operable
- Monitors staff performance levels, prepares evaluations and initiates disciplinary actions as required; ensures proper training of staff on safety procedures
- Prepares and updates manual and computerized records to track the inventory of impounded animals
- Prepares work reports relating to manpower, facility maintenance, animal inventory levels and other operations relating to the care of animals at the facility
- Assists in providing customer services 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.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of work experience working with animals in an animal hospital, shelter, or related animal facility; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- Must obtain State of Illinois certification as an euthanasia technician within four months of hire

WORKING CONDITIONS

- General office environment
- Animal shelter environment (wet, smells, animal waste, blood)
- Exposure to loud noise
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment including personal computers
- Personal protective equipment (e.g. glasses, gloves)
- Medical equipment and drugs used in the euthanasia of animals
- Powered and manual cleaning equipment
- Cameras and related photography equipment
- Equipment used in the humane capture and restraint of animals

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, or reach out and grasp and handle animals and equipment
- Ability to operate applicable hand and power cleaning equipment, animal restraint tools and related equipment
- Ability to administer drugs and perform euthanasia on animals

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- animals and their general care and handling
- animal euthanasia methods, practices, and procedures
- use of cleaning equipment and materials in areas where animals are housed
- safety procedures and practices used in the care, feeding and handling of animals

Some knowledge of:

- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

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- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING – Teach others how to perform the duties of the job

Other skills as required for successful performance in the Animal Care Aide II class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Animal Care Aide II class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Animal Care Aide II class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2012