



Code: 3499

Family: Construction, Maintenance, and Skilled Labor

Service: Health and Welfare

Group: Medical and Social Service

Series: Public Health

CLASS TITLE: ANIMAL CARE AIDE I

CHARACTERISTICS OF THE CLASS

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.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

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

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- Animal shelter environment (e.g., wet, smells, animal waste, blood)
- Exposure to outdoor weather conditions
- Exposure to loud noise

EQUIPMENT

- Personal protective equipment (e.g., glasses, gloves)
- Powered and manual cleaning equipment (e.g. steam-cleaners, shovel, power hoses, mops, brooms)
- Equipment used in the humane capture and restraint of animals (e.g., capture poles, leashes, nooses)
- Standard office equipment including personal computers

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to bend, stretch, or reach out to grasp and handle animals and equipment
- Ability to operate applicable tools and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- animals and their general care
- basic clerical procedures and personal computer operations
- 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
- use of safety equipment and protective gear
- use of equipment and devices used to move and humanely restrain animals

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, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other Work Requirements

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

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

Date: July, 2012