

**Humane Society of Washington County  
13011 Maugansville Road  
Hagerstown, MD 21740**

### **Job Description**

**Job Title: Animal Care Technician I and II**  
**Department: Animal Care**  
**Job Code: Non-Exempt**  
**Reports To: Manager of Animal Care**  
**Job Status: Full-Time**  
**Revision Date: October 22, 2018**

#### Essential Duties

Working under the direction of the Manager of Animal Care or their designee, the Animal Care Technician functions as part of the Animal Care team - working independently and collaboratively to provide a clean, safe, healthy environment for the animals, staff, and visitors of the Humane Society.

#### Tasks and Responsibilities

- Providing prompt and courteous first point of contact for clients while showing adoptable animals - from small mammals to livestock.
- Minimizing disease transmission by maintaining high standards of cleanliness of all animal and public areas.
- Following all protocols to provide basic care to all animals including but not limited to:
  - ✓ Feeding
  - ✓ Medical care and treatments
  - ✓ Grooming
  - ✓ Disinfection and Disease Control
  - ✓ Food Bank
  - ✓ Humane Euthanasia
  - ✓ Enrichment
  - ✓ Behavior and Training
  - ✓ Rabies Clinics and Adoption Events
- Assist with inventory and restocking supplies.
- Report all damage and needed repairs for equipment or facility to the DoAC or their designee.
- Transport animals to various locations as needed following standard state laws.
- Ensure DOAC or their designee is aware of animals in need of medical care.
- Maintain proper opening and closing procedures for the facility.

#### Qualifications

- Ability to multi-task in a fast-paced environment
- Ability to learn animal first aid and CPR, perform euthanasia, basic laboratory techniques and basic animal grooming techniques.
- Ability to identify signs of animal illnesses, diseases and injuries, animal species, breeds, ages, and sexes.
- Basic math skills to calculate medication dosage for animals.
- Ability to learn humane animal capture and humane restraint methods and the ability to interpret animal body language.
- Candidates must be able to work both independently and collaboratively
- Strong attention to detail and client service skills
- Strong oral and written communication skills
- Ability to operate animal care vehicles including vans, box truck, and horse trailer.
- Availability to work daytime, evenings, weekends, and holidays
- Formal animal care experience a plus
- Candidates must be committed to treating animals with kindness and respect
- Willingness to deal with conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.

- Ability to follow the HSWC Standards of Conduct.
- Ability to ensure shelter, storage areas, animal housing areas, and prep room area are neat and orderly.
- Willingness to perform humane euthanasia and prepare bodies for rabies testing as directed (when trained)
- Cooperative work ethic and willingness to fill in for other areas and performing other tasks/functions as directed by the DoAC or their designee.
- Follow all procedures established to maintain a safe work environment including using Personnel Protective Equipment (PPE), safe animal and chemical handling, reporting all near misses and accidents
- All other duties as assigned.
- Must possess a valid Driver's License and insurable driving record.

#### Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

*Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.*