

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ANIMAL SERVICES MAINTENANCE CARE TECHNICIAN

Department: Animal Services
Pay Grade: 208
FLSA Status: Non-Exempt
Job Class: 8036
Risk Code: 8831

JOB SUMMARY

Responsible for physical labor in semi-skilled and skilled work in the repair and maintenance of Animal Services facilities, as well as manual labor work in the care, maintenance, health, and disposing of animals.

ESSENTIAL JOB FUNCTIONS

- Paints and cleans the interior and exterior of County buildings, including windows, walls, doors and eaves, pressure washes outside walls, spray paints metal cabinets and stains furniture as needed.
- Operates pressure washing and spray-painting machine. Uses paints, solvents and chemicals related to the painting trade, which may come into contact with skin.
- Performs maintenance, troubleshooting, and repair of plumbing fixtures, water lines, and sewer lines. Makes minor repairs as needed.
- Manages upkeep of county farm, buildings, fencing, water lines and pastures.
- Assists members of the public searching for lost animals or seeking to adopt animals.
- Performs repair and routine maintenance of kennels and cages and may assist with cleaning and disinfection of kennels and cages.
- Prepares and dispenses food and water to animals. Procures, transports, unloads and stores food supplies, disinfectants, and animal care equipment.
- Performs basic maintenance and care of county vehicles.
- Transports trash, garbage, and dead animals for disposal at County landfill.
- Moves office equipment and furniture as needed.
- Procures materials and supplies for building maintenance.
- Performs routine filing and record keeping tasks.
- Works in the field for Animal Services public events or to assist animal control officers.

- Required to report to work to provide support, coordination, and completion of duties as detailed by the Florida Division of Emergency Management ESF17 in the event of a disaster, severe weather threat, or other declared emergency.
- Assists with the care of all livestock and/or all other animals located at Shocker Field, which includes feeding, personal care, medication administration, basic medical support (e.g., wound care, specimens, deworming, etc.), stocking of supplies and feed, completion of documentation for cruelty cases, and maintenance and sanitization of all animal-related feeding and watering stations and equipment.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position occasionally provides direction and supervision to community service workers and volunteers. Provides guidance, advice, and assistance to others on work assignments.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and six (6) months' relevant experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Rabies preventative immunization required upon appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to calculate figures and amounts such as proportions, percentages, area, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding the use of equipment, tools, or materials.
- Knowledge of animal types, species, and breed information.
- Knowledge of communicable zoonotic disease symptoms.

- Ability to communicate tactfully and effectively with members of the general public.
- Ability to remain calm in stressful situations involving people and animals.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to climb, balance, and run; will regularly be required to talk or hear; and will frequently be required to stand, walk, use hands, handle, or feel, reach with hands or arms, stoop, kneel, crouch or crawl, and smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will frequently be exposed to outdoor weather conditions, wet or humid conditions, animal waste and/or blood, and cleaning chemicals. The noise level for environment is loud.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*