

Class Code: 1205
Revised: 12/9/2022
Reviewed: 5/6/2025

ANIMAL CARETAKER

PURPOSE AND NATURE OF WORK

This position is responsible for keeping the Animal Shelter clean, for euthanasia and disposal of animals, and for giving proper care to the animals confined to the shelter. Objectives include maintaining a clean and tidy Animal Shelter and grounds, effective animal care, and humane euthanasia. Incumbents work under the direction of the Kennel Officer.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Washes down kennel runs twice times daily and spot cleans throughout the day. Sees that shelter is properly cleaned and deodorized daily. Keeps kennel area at proper temperature. Cleans stainless steel puppy and cat cages. Scrubs kennel walls and paints them when necessary. Performs janitorial work for the Animal Shelter and keeps up the ground. Feeds all animals including livestock. Makes certain that the animals have plenty of water at all times. Checks in and logs in animals. Performs a basic health assessment and reports sick/injured animals to the veterinarian for medical attention. May show animals for adoption, complete adoption papers and collect fees. If a permit is possessed, may prepare euthanizing drugs and euthanize injured or sick animals by hypodermic injection. Keeps records of all euthanized animals and submits reports to clerk of supervisor. Takes inventory of storeroom supplies including food and drugs, and reports to supervisor all supplies that need to be replaced or ordered. Safely administers all animal specific intake medications/wormers upon intake.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods and techniques used in the proper care of dogs, cats, and wild animals indigenous to the area.

Considerable knowledge of cleaning and disinfectant materials and equipment.

Knowledge of and ability to recognized symptoms of common diseases in animals.

Ability to handle various kinds of animals effectively.

Ability to maintain grounds.

Ability to establish and maintain effective relationship with superiors and other employees.

Ability to satisfactorily complete on the job and formalized training in the humane care and euthanasia of animals.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and considerable experience in the care of animals; or any equivalent combination of training experience.

APPRENTICESHIP (Depending on area of assignment)

Positions in this class are assigned to an apprenticeship as defined by Civil Service Rule IV, Section 6. This requires the employee to complete initial and ongoing training requirements established by the Chief Administrative Office, Animal Control division, in accordance with Louisiana state law, euthanasia personnel shall receive Euthanasia Certification by the Humane Society of the United States Academy on Euthanasia or an equivalent program within one year of date of employment for continued employment.