



Public Health
Prevent. Promote. Protect.

VICTORIA COUNTY

PUBLIC HEALTH DEPARTMENT

2805 N. Navarro, Victoria TX 77901

Position: Shelter Care Tech

2022

Part-time Position

Salary: \$12.50 - \$14.42

Non-Exempt

Open until filled

SUMMARY

Employee performs all routine activities of the Animal Control Division of the Victoria County Public Health Department (VCPHD), but will predominantly participate in activities related to the Animal Shelter.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists with overall care of all the animals within the shelter
- Assists in the practice of euthanasia to ensure safe and humane treatment, and dispose of unwanted, unclaimed, sick, injured and aged animals, handle dead and decomposing animal carcasses
- Assists in the enforcement of quarantine and dangerous animal procedures to protect public health
- Works cooperatively with other law enforcement groups and animal-related organizations
- Receives animals at the Animal Shelter facility and is responsible for their proper identification
- Treats and/or secures professional help for seriously injured animals
- Assists customers in choosing and adopting animals
- Assists in running the animal incinerator when needed
- Thoroughly clean and disinfect all areas of the shelter as often as is deemed necessary
- Cleans and sanitizes all cages, runs and related areas
- Wash, dry, fold and put away all towels, blankets and bedding
- Wash and sterilize water and food bowls

- General cleaning
- Patrol shelter grounds daily, picking up any trash and stool material
- Perform needed cleaning and maintenance of all equipment and tools used in job assignments
- Unpacking, labeling and stocking of shelter supplies
- Able to work independently without direct supervision to include a rotating weekend and holiday schedule
- Recognize and records any unusual condition or abnormal behavior of any shelter animal
- Reports signs of illness, disease, injury or unusual activity to supervisor(s)

SUPERVISORY RESPONSIBILITIES

- None

EDUCATION AND/OR EXPERIENCE

- Education equivalent to graduation from an accredited high school

LANGUAGE SKILLS

- Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers
- Ability to print and speak simple sentences

MATHEMATICAL SKILLS

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's
- Ability to perform these operations using units of American money and weight measurement, volume, and distance

REASONING ABILITY

- Ability to apply common sense understanding to carry out simple one or two-step instructions
- Ability to deal with standardized situations with only occasional or no variables

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Texas Driver's License and proof of automobile liability insurance

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Sit at a desk, talk, and/or hear over 2/3 of the time
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, from 1/3 to 2/3 of the time
- Up to 100 pounds lifting from 1/3 to 2/3 of the time
- Over 100 pounds lifting none of the time
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Exposure to wet or humid conditions, work near moving mechanical parts, work in high or precarious areas, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and extreme heat (non-weather) occurs under 1/3 of the time
- Extreme cold (non-weather), risk of electric shock, work with explosives, risk of radiation, and/or vibration occurs none of the time
- Exposure to moderate noise levels

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

**Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901**