Position Description : Kennel Tech

County of Warrick

Division : Warrick County Commissioners

Department: Animal Care and Control

Work Schedule: Mornings as needed and weekends

Date: Revised July 2025

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Warrick County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Kennel Tech at the Animal Care and Control Department following the Shelter Vet Med Guidelines Dated 2022 December.

**DUTIES:**

Follow proper cleaning procedures to provide a safe and sanitary environment to all animals in the facility.

Maintain a safe and uncluttered work environment.

Handle animals in a safe and compassionate way in possibly stressful situations.

Unload supplies and stock supplies in a neat and orderly fashion.

Handle large and strong dogs that may jump and be fractious.

Promptly report any signs of illness or unusual behavior of the animals to Animal Control Officer.

Clean the facility ,cages, kennels, dishes, litter pans and laundry.

Provide the appropriate amount of feed, water and interaction for the animals to thrive in our care.

Groom, give baths and refill waters as needed.

Pick up trash and fecal matter in outside kennels and around the building.

Other duties as needed and assigned.

**Job Requirements and Difficulty of Work:**

High School Diploma or GED with Hands on Animal Care/ Husbandry

 (For example: 4-H, Doggy Daycare, Grooming or Pet Shop or Vet Clinic)

Ability to work alone with minimal supervision

Ability to effectively communicate orally and in writing with co-workers, the public, while being considerate and aware of ethics, gender, diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance ,safety ,drug free workplace and personal conduct.

Ability to understand ,memorize ,retain and carry out written and/ or oral instructions.

Ability to occasionally work extended hours weekends and evenings.

Ability to physically perform duties including but not limited to standing /walking for long periods, lifting animals weighing over 50 lbs.

Ability to work with others in a team environment occasionally under pressure and on several tasks at a time.

Ability to perform essential functions of the position without posing a threat to the health of self, or others or the animals in our care.

Understand and perform cleaning procedures to minimize disease transmission.

Ability to work and remain calm in a loud chaotic environment.

Ability to communicate effectively by phone and/or in person with the public.

Possession of a valid driver’s license and with a safe driving record.

Ability to pass pre-employment background check.

**Physical Effort and Work Environment:**

Incumbent performs duties in the Animal Care and Control facility , outdoors, involving sitting /walking and standing/walking for long periods, pushing/ pulling/lifting/carrying animals weighing over 50 pounds, kneeling, bending /reaching, color/depth perception, handling/grasping objects, close/far vision, speaking clearly and hearing sounds/communication. Physical effort is frequently exerted for sustained periods but intense physical strain is not part of normal duties. Duties involve exposure to normal hazards of Animal Care and Control such as possible animal bites and scratches. Duties involve exposure to inclement weather , working with cleaning chemicals, in a loud, odor filled, and unpleasant environment at times. Incumbent will provide morning and weekend coverage.

**Applicant/Incumbent Acknowledgement**

The job description for the position of Animal Care and Control Kennel Tech describes the duties and responsibilities for employment in this position. I acknowledge that I received this job description , and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

