

OSCEOLA COUNTY JOB DESCRIPTION

ANIMAL CONTROL CUSTODIAN

Supervised By: Director Osceola County Animal Control

Supervises: None

Position Summary:

Under the supervision of the Animal Control Director, the custodian is responsible for cleaning which includes providing fresh water, and food for the animals. This may require bringing bags of feed or litter from storage shed and putting in the proper bins. Exercising dogs in the perimeter fencing and reporting any observed health or temperament concerns to the Director. Work schedule to include weekends and holidays. Report any maintenance problems, concerns, or irregularities.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Care for all animals housed at this shelter, ensuring food and water is provided, provide exercise and administer any medications as directed.
2. Cleans and disinfects all areas of the Animal Shelter including the kennels and cages. Sweeps and mops floors and performs other custodial tasks.
3. May include shoveling snow from walkway or mowing kennel area grass.
4. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School graduation, GED, or work permit. Prefer experience in working with animals and safe animal handling.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.

- Skill in preparing comprehensive and accurate communications to report any concerns.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft suite applications, and the ability to master Department software and new technologies.

Physical Demands and Work Environment:

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

While performing the field duties of the job, the employee is frequently required to talk or hear, use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is required to sit, stand, walk, run and move freely at any time. The employee must frequently lift and/or move objects of up to 75 pounds without assistance and restrain and/or control aggressive animals. The noise level in the work environment may be quiet to very loud. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties.