

Peninsula Humane Society & SPCA

Animal Rescue & Control Assistant

Job Title: Animal Rescue & Control Assistant
Division: Animal Rescue & Control
Reports To: Animal Rescue & Control Senior Manager
FLSA Status: Non-Exempt, Non-Union, Part Time (20 hours per week)
Salary: Starting at \$20.60 per hour (DOE)
Excellent Benefits Package Available

Summary: Provide assistance to the Animal Rescue & Control Department by picking up and removing deceased animals as well as other assigned transport tasks. To offer guidance to the public with all inquiries and requests in a positive friendly manner. Perform job duties within established protocols and procedures set by PHS/SPCA.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Patrol assigned areas within San Mateo County in a vehicle using safe driving practices.
- Pick-up and remove deceased animals from public property and roadways.
- Pick up and/or trap wildlife animals in need of medical attention.
- Collect fees from the public for the pick-up and removal of owned deceased animals.
- Prepare and deliver specimens to the San Mateo County Public Health Laboratory for rabies testing.
- Abide by all traffic laws and use safe driving practices while maintaining a PHS/SPCA vehicle in a clean and orderly manner, stocked with the necessary equipment.
- Operate a two-way radio in a professional manner.
- Maintain a daily activity report.
- Maintain a positive, educational approach with a willingness to listen when dealing with the public, staff and volunteers.
- Work quickly and effectively under pressure to deliver results in a fast-paced environment.
- Provide assistance to Animal Control Officers, Dispatchers, and other departments as assigned.

- Perform other duties as assigned to ensure a positive public image, enhance the operation of the organization and improve the quality of life for animals.

Qualifications: 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.

Upon hire, must pass a background check. Must have a flexible schedule and the ability to work irregular hours, shifts, weekends, holidays and/or standby.

Education and/or Experience:

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, volunteers, and other employees of the organization. Good oral and written communication skills

Mathematical Skills:

Ability to add and subtract, multiply and divide. Ability to perform these operations using units, weight measurement, and volume.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Chameleon database software or become proficient within the probationary period (first six months from hire date). Basic knowledge, or become proficient with Microsoft Office and computer keyboarding skills and data entry.

Certificates, Licenses, Registrations:

Valid California Driver's License with clean driving record to be insured with PHS 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.

While performing the duties of this Job, the employee is regularly required to stand, walk, run, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is required to sit and/or drive. The employee must frequently lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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. While performing the duties of this Job, the employee is frequently exposed to outside weather conditions.

The employee is occasionally exposed to zoonotic disease, exposure to potentially aggressive/feral animals and toxic or caustic chemicals, possible hostile public, heavy and fast-paced workload; possible exposure to parasites and infectious disease; strenuous activity and operation of vehicle under all types of weather/road conditions. The noise level in the work environment is usually moderate to loud.

We are an Equal Opportunity Employer and welcome a diverse pool of applicants.
EOE/M/F/D/V/SO