

# **Peninsula Humane Society & SPCA**

## **Wildlife Intake Technician – Burlingame**

**Job Title:** Wildlife Intake Technician – Burlingame  
**Division:** Wildlife Rehabilitation Department  
**Reports To:** Wildlife Satellite Intake and Transportation Supervisor  
**FLSA Status:** Non-Exempt/Non-Union/ Full-Time  
**Salary:** \$21.22 - \$23 per hour, depending on experience

*Excellent Benefits Package Available*

**Summary:** Responsible for the daily intake, initial medical assessment, and transfer of wildlife from satellite intake facility to Saratoga.

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

- Ability to appropriately handle and restrain a wide variety of local wildlife including small songbirds, seabirds, waterfowl, raptors, mammals, reptiles, and amphibians.
- Assess incoming wildlife by performing physical examinations to determine suitability for rehabilitation.
- Correctly identify incoming animals to ensure proper food and housing prior to transfer.
- Provide needed stabilization prior to transfer according to established policies and protocols.
- Provide humane care for all wild animals in care.
- Perform euthanasia in accordance with PHS/SPCA policies and state and federal laws. Perform decapitations when required for county health department.
- Maintain a clean and sanitary work area in all workspaces.
- Maintain department equipment in good working order. Report items for repair/replacement as needed to appropriate supervisory staff.
- Maintain proper paperwork, including animal medical records, according to PHS/SPCA policies and procedures.
- Dispose of deceased animals.
- Maintain a positive, educational approach with a willingness to listen when dealing with the public.
- Perform other duties as assigned to ensure a positive public image, enhance the operation of the organization, and improve quality of care for animals.

**Supervisory Responsibilities:**

Training, supervising, and giving direction to department volunteers.

**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. The individual must also possess the ability to manage the emotional aspect of end-of-life services and humane euthanasia, and support staff in high-emotion circumstances. Able to multitask and work efficiently and calmly under stressful circumstances. Must be able to work well in a team environment and have a professional demeanor. Must have a flexible schedule and the ability to work on weekends and/or holidays as needed.

**Certificates, Licenses, Registrations**

Certified in euthanasia within 6 months of employment.

**Education & Experience:**

High school diploma or general education degree (GED); or six months to one-year related experience and/or training; or equivalent combination of education and experience. Some college with a background in biology or a related animal science is desirable. Knowledge of local wildlife including natural history requirements. Must be able to correctly identify incoming wildlife.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate and present information in one-on-one and small group situations to members of the public, 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:**

Knowledge of WRMD database or become proficient within the probationary period (first six months from hire date). Basic knowledge or become proficient with Microsoft Office Suite and computer keyboarding skills, and data entry.

**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, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally 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 moving mechanical parts, zoonotic disease, exposure to aggressive/feral animals and toxic or caustic chemicals. The noise level in the work environment is usually loud. Fast paced and high-pressure work environment.

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