

# Peninsula Humane Society & SPCA

## Animal Care Technician

**Job Title:** Animal Care Technician  
**Division:** Animal Care Services  
**Reports To:** Manager, Animal Care  
**FLSA Status:** Non-Exempt, Union  
**Salary:** \$21.22 - \$23.00 per hour, depending on experience

*Excellent Benefits Package Available*

**Summary:** To perform all the necessary functions in maintaining the shelter in a thoroughly clean and sanitary manner. To ensure that all sheltered animals are provided the best possible care and attention. This position is represented by Union Local 856.

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

Provide humane care for all animals in the Society's care

Clean and disinfect all animal areas as necessary to maintain a safe and sanitary environment

Feed and ensure water is available at all times for all animals

Unload, store and restock Animal Care Department supplies

Certified in Euthanasia within six months of employment in house.

Perform euthanasia in accordance with Society policies and California laws

Perform owner present euthanasia.

Perform decapitations on select animals per the guidelines of the health department.

Dispose of deceased animals

Perform light maintenance and other janitorial duties

Assist in the training of new staff and volunteers

Provide assistance to 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

Must have a flexible schedule and the ability to work on weekends and/or holidays as needed

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**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. 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. Upon hire, must pass a background check. Valid California Driver's License with a clean record to be insured with PHS/SPCA insurance.

**Education and/or 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.

**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 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:**

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.

**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; use hands to grab, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. 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.

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