

Peninsula Humane Society & SPCA

Wildlife Transport Specialist

Job Title: Wildlife Transport Specialist
Division: Wildlife Rehabilitation Department
Reports To: Assistant Manager, Wildlife Satellite & Intake
FLSA Status: Non-Exempt/Non-Union/Full-Time
Salary: \$22.66 - \$23 per hour, depending on experience

Excellent Benefits Package Available

This position is on-site in Saratoga.

Summary: Pick up and transport wildlife to the Conservation Center from satellite locations and local animal control agencies. Act as a liaison to the partner agencies. Perform job duties within established protocols and procedures set by PHS/SPCA.

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

- Transport within San Francisco, San Mateo and Santa Clara counties in a vehicle using safe driving practices.
- Pick up and deliver wildlife to Conservation Center.
- Provide humane handling and care for all wild animals in care.
- Ensure all animals are safely and adequately confined at the time of transport.
- Ensure all available paperwork and background information related to animal intake is collected from intake sites and accompanies the animal to the Conservation Center.
- 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.
- Communicate professionally and effectively with coworkers, volunteers, and representatives from other organizations.
- Work quickly and effectively under pressure to deliver animals efficiently to the Conservation Center.
- Occasionally assist with wildlife releases.
- Provide assistance to Wildlife Rehabilitation Department 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.
- Report items for repair/replacement as needed to appropriate supervisory staff.

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. 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 irregular hours, shifts, weekends, and holidays. Be comfortable transporting a wide variety of wildlife.

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 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:

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. This position has designated start times due to time-sensitive duties, opening the shelter, offering services, etc.

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