



Job Description

Animal Care Custodian

IDENTIFICATION

Job Title: Animal Care Custodian

Supervisor's Position: Director of Protective Services

Job Status: Casual (up to 8 hours per week)

Location: Inuvik Domestic Animal Pound

PURPOSE OF THE POSITION

The Animal Care Custodian is responsible for the daily operation and maintenance of the Domestic Animal Pound, including care for impounded dogs, general office administration, working with rescue agencies and releasing/relocating animals.

SCOPE

Under the general supervision of the Director of Protective Services and Municipal Enforcement Peace Officers the incumbent ensures all animals in the pound are provided exceptional humane care while in the custody of the Town of Inuvik.

RESPONSIBILITIES

1. Maintain the Domestic Animal Pound by:

- Daily cleaning and sanitizing of kennels, cages and animal areas;
- Provide correct & sufficient supplies of food and water to all animals;
- Exercise dogs (walking or play);
- Monitor animal health/ behavior & report abnormalities;
- Administer minor or common medications and care for animals as per Veterinary instructions;
- Clean/sanitize & store: food bowls, beds, buckets, mops, bedding and other contaminated surfaces;
- Set-up kennels for incoming animals;
- General housekeeping & cleaning of facility and equipment, including; floors, walls, doors, washroom, sinks, fridge/freezer, lights, signs, stairs (i.e. snow removal) etc.;
- Stock and monitor supplies of: food, cleaning products and other supplies directly related to the operation of the facility and notify the MEPO or Director of any supplies that are needed;
- Empty garbage, feces bin, wash brushes & mop-heads;
- Report any equipment or assets that may require repairs or maintenance;
- Remain current with MSDS information concerning chemical cleaning products used in the facility;

- Follow Protective Services Standard Operating Guidelines for the general operation of the pound facility.
2. Assist in the relocation of surrendered/at large dogs by:
 - Assist MEPO in the administration and preparation of animals for transport;
 - Retrieve kennels from cargo and prepare kennels for the transfer of animals;
 - Transfer animals from the domestic animal pound to the airport for relocation;
 3. Perform other duties as required directly related to the major functions of the job.

KNOWLEDGE AND SKILLS

Basic Knowledge

The work requires the ability to complete important but simple forms, handling of dogs with different types of behavior, and the reading of operational directions.

Comprehension and Judgment

The work requires a thorough understanding on how to run a domestic animal pound with an emphasis on providing a high level of humane care to animals in the custody of the Town of Inuvik

Specific Vocational Training

The work requires a valid N.W.T. Class 5 Driver's License, experience in handling domestic animals and a valid First Aid/CPR certificate.

WORKING CONDITIONS

Physical

The Animal Care Custodian may be involved in physically draining and exhausting activities which may include catch poling, lifting and restraining aggressive and/or dangerous animals.

Environment & Sensory Demands

The work is performed will expose the Animal Care Custodian to animals that may not have been immunized from various diseases. Exposure to loud noise, offensive odors and fecal waste, fluids, tissues, blood and deceased carcasses of dogs. The Animal Care Custodian will work independently and alone frequently.

Mental Demands

Mental and emotional stresses may occur. The Animal Care Custodian may deal with emotionally charged people and may be required to deal with situations where the decision of the life or death of an animal must be made.

Hazards

The work involves exposure to possible severe physical injury and in extreme and rare circumstances, death.

<p>_____ Employee Signature</p>	<p>_____ Supervisor's Title</p>
<p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Senior Administrative Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.