

Job Description

Effective September 9, 2014

Job Title: **CANINE SUPERVISOR**

Job Classification: FT, hourly, non-exempt

Job Relationships: Reports to Animal Care Coordinator

Job Summary: Canine Supervisor has a complete knowledge of the policies and procedures of the McKamey Animal Center and has a strong positive working relationship with the Animal Caretaker staff as a developer of a quality caretaker team. The Canine Supervisor will oversee Caretakers in holding and the wards who are working with the health, well-being and general care of Center animals. Responsible for maintaining a safe and sanitary facility for animals and people while providing humane handling and care for all Center animals on a daily basis. Assist the public when admitting or adopting animals and promote the teaching of responsible pet ownership.

Job duties

1. Train, supervise, manage, motivate and evaluate holding/triage and wards caretaker staff.

2. Open

- Pull team of caretakers together to discuss shift staffing.
- Conduct a facility walk through on an hourly basis - Holding and holding overflow areas, A, B, C, and D wards.
- Make special assignments for caretakers in these areas as needed.
- Assist with the daily care of animals.
- Check all supplies and restock as needed.
- Develop list of animals for assessment, euthanasia and movement.

3. During the Day

- Assist caretaker staff with “trouble” areas or animals.

4. Holding:

- Assess animals that are in holding or wards – use standardized forms for testing.
- Monitor and participate in vaccinating all animals according to Center protocol.
- Monitor and maintain records of development for new animals (holding).
- Supervise and monitor caretaker staff for completion of daily tasks and assign additional duties if necessary.

5. Closing:

- Walk through and make sure all areas and animals are in satisfactory condition (clean, fed and watered).
- Release staff after area is checked.
- Check and lock all doors in the back area including the door to D ward, cross hallway, employee entrance door and Sally Port doors plus lights are OFF.
- Make sure the roll up doors in the Sally Port and garage are closed, locked and lights OFF. Turn off lights including all storage areas.
- Make sure all radios and small appliances are off and UNPLUGGED.
- Check with the Adoption Supervisor to see if all other areas are completed and assist where help is needed.

6. Animal Care

- Provide care for animals housed at the Center. Perform daily work according to established methods (this includes cleaning kennels/cages, washing/drying bedding, sterilizing food bowls/litter boxes, bathing/exercising and moving animals).
- Assure all animals are cared for regarding food, water, daily exercise, and appropriate living conditions.
- Monitor the health and behavior of the animals.
- Socialize the animals and create a positive living environment.
- Assist in conducting behavior assessments and health screenings on incoming animals.
- Maintain a clean, orderly, appropriately stocked work environment.
- Maintain records on the animals.

- Must be trained and capable of moving & handling aggressive or fractious dogs.
- Must be trained and certified as a Euthanasia Technician.
- Must be trained to preform and conduct preparation of bodies for rabies verification, when necessary.

7. Client Care

- Assist with adoptions and intake as needed, providing helpful and educational guidance in a friendly, positive manner.
- Serve as a representative of the Center, displaying courtesy, tact, consideration, and a positive attitude in all interactions with clients, staff, and animals.
- Provide information, new owner kits, and giveaways as needed.
- Attend special events as assigned.
- Follow guidelines concerning safety and handling of hazardous materials.
- Work collaboratively to ensure that each visitor, animal, and staff member has a positive experience while onsite.

8. Other duties as assigned by the Companion Care Manager

Qualifications/Requirements:

Education/Experience: College degree or minimum three (3) years' work related experience with the minimum education standard of a high school diploma is required. An individual will have an interest in animal care and welfare. Show an energetic, positive and upbeat outlook. Have experience interacting with the public in general. Management / supervisory experience preferred.

Knowledge and Skills:

Show strong interpersonal skills. Must be able to relate and confer with the managers and associate staff in a positive and constructive way; exercise good judgment when dealing with the public and when making decisions in the absence of a supervisor.

Candidate must have the ability to make sound judgments and work independently and in a team setting in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

Demonstrate written and verbal communications of a professional standard.

Support the mission of the McKamey Animal Care and Adoption Center and be an effective representative the Center's position on issues. Self-motivated to keep informed of, and clearly and accurately relay facts about, the Center's news, events, and informational material. A basic knowledge of animal health, care and welfare plus an ability to work with animals is a basic requirement. Strong animal handling skills with a good knowledge of animal breeds and colors is desirable. Attention to detail. A "can do" team player attitude and willingness to go the extra mile. Complete flexibility with the job, work schedules, and the overall staff team needs. Enjoy handling a variety of tasks.

Other: Must be at least 18 years of age, valid Tennessee Driver's License and insurable driving record.

Work Environment: Exposure to high noise levels, "zoonotic" diseases, and animal bites/scratches when handling animals; exposure to cleaning agents; exposure to all weather conditions when outdoors; bending, reaching, and walking up to 8 hours a day.

Physical Activities: Occasional lifting of up to 100 pounds with assistance; potential for standing/walking up to ten hours a day; scrubbing kennels and mopping; sitting at a desk; driving a car; performing physical examinations on animals; animal restraint; handling syringes and needles.

Pre-Employment Requirements: The McKamey Animal Care and Adoption Center conducts criminal background checks and requires drug testing of all employment candidates.

NOTE: *This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.*