



## CLASS TITLE | KENNEL MAINTENANCE WORKER I

PAY GRADE: LT-13 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 8539

Effective Date: 11/02/2022

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**PURPOSE OF THE CLASSIFICATION:** Under general supervision cares for live animals at Tulsa's Animal Welfare Shelter, maintaining the health of the animals and the cleanliness of the shelter and other related assigned duties.

### ESSENTIAL TASKS:

- Cleans and disinfects dog kennels and cat cages
- Handles and moves animals as needed, ensuring animal and public safety
- Feeds and provides water for animals
- Spot cleans kennels and cages as needed
- Operates commercial washer, dryer and dishwasher to clean animal bedding, water and food bowls
- Distributes bedding to all animals unless instructed otherwise by management
- Communicates with citizens regarding specific animals and shelter procedures
- Loads supplies and materials
- Performs general facility maintenance and renovation activities as needed
- Keeps maintenance records
- Maintains the cleanliness of the building, grounds and animal cages
- Must report to work on a regular and timely basis.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

#### Training and Experience:

Must meet the following minimum requirements or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 10<sup>th</sup> grade; **and**,
- (b) Ability to pass a reading/writing aptitude test.

#### Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of the care and feeding of animals
- Good knowledge of the safety requirements of the work performed

Ability to:

- Ability to perform manual labor; ability to keep simple records
- Ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public

Physical Requirements: Physical requirements include frequent standing and walking; occasional lifting, carrying, pushing and pulling up to 60 pounds or more; frequent balancing, handling and twisting; occasional reaching, bending, kneeling, climbing and smelling; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Must possess a valid Oklahoma Class "D" Driver License.

**WORKING ENVIRONMENT:** Working environment is indoors and outdoors, and in inclement weather. May be exposed to the following: animal waste/dead animals, flammable liquids,



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weather/temperature extremes, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect bites, poisonous plants, toxic fumes/vapor/odors and high noises.

**EEO Code: N-07**

**Group: Labor and Trades**

**Series: Public Safety Technical**