


POSITION DESCRIPTION

P2385 / P2386 – Animal Attendant



Position Title	Animal Attendant
Department	Community Development
Position Level	Level 1 (Municipal Officer) ASTC EA
Position Number	P2385 / P2386
Responsible To	Senior Animal Attendant
Position Status	Permanent Full-time
Position Description Approved	 Date: 20/05/25

Primary Objective

Taking an active role in the welfare of animals at the Animal Shelter, the Animal Attendant role works to provide a high level of care to a variety of animals, and a high level of service to our community.

Key Responsibilities

- Undertake regular care and cleaning duties, including animal feeding and cleaning of cages, to a consistently high level across a 7-day roster.
- Contribute to the welfare of all animals in the care of the Animal Shelter, including notifying the Senior Animal Attendant of any requirement for veterinary intervention and care. Assist with required care, including the humane destruction of animals as required.
- Undertake cleaning duties to maintain a clean and safe working environment. This includes the provision of laundry services, and the cleaning of the front office.
- Act as a point of contact for visitors to the Animal Shelter, providing a high level of customer service to all.
- Follow all processes required for the safe and effective operation of the Animal Shelter.
- Provide coverage for front desk duties as required.

Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner

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P2385 / P2386 – Animal Attendant

- Report hazards, accidents, incidents and near-misses to Manager/Supervisor as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.

Organisational Values and Behaviours

- Uphold organisational values and behave according to Council's Code of Conduct, including treating other team members and the general public with respect.

Other Duties

- Perform other duties within capabilities and/or consistent with the level of this position as required.

Qualifications

- Qualifications in animal management and/or veterinary nursing will be highly regarded, but are not essential.

Special Requirements

- Current National Criminal history check.
- Current "Working with Children" clearance (Ochre Card) or the ability to obtain.
- Willingness to work on weekends and public holidays.
- Ability to work outdoors throughout the year, conducting manual and often dirty work in varying temperatures. This includes handling large and/or aggressive animals.
- May be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

Selection Criteria

Essential

1. Prior experience in animal management and care, or the ability to quickly learn required skills.
2. Demonstrated ability to follow policies and procedures to ensure safe and effective work practices are employed at all times.
3. Ability to work with members of the public in a customer service environment.
4. Ability to exercise sound judgement to ensure adherence to safe work practices and spot potential hazards.
5. Basic Computer skills, with the ability to quickly learn applicable software.
6. Ability to work across a 7-day rotating roster, including over weekends and public holidays

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Desirable

1. Local Government experience in a similar role.
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ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Team Member Name: _____

Signature: _____ Date: _____