

POSITION DESCRIPTION

Animal Attendant



Position title	Animal Attendant
Directorate	Community Development
Responsible to	Senior Animal Attendant
Designation	Level 1 (Municipal Officer) ASTC EA
Position number	P2385, P2386, P2387
Position status	Full-time/Part-time/Casual
Approved by	Director Community Development
Signatory	Date: Nicole Brille 16/09/24

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 facility.
- 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.

Behaviours

- Uphold organisational values and behave according to Council's Code of Conduct, including treating other employees and the general public with respect.
- Maintain own health and safety and that of other people in the workplace or those who may be affected by the work being carried out.
- Perform other duties within capabilities and / or consistent with the level of this position as required.

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Delegations

Nil

Supervisory Responsibilities

Nil

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.

Desirable

1. Local Government experience in a similar role.