

**Humane Society of Washington County**  
**13011 Maugansville Road**  
**Hagerstown, MD 21740**

### **Job Description**

**Job Title:** Animal Care Technician  
**Department:** Animal Care  
**Job Code:** Non-Exempt  
**Reports To:** Animal Care Manager  
**Job Status:** Part Time  
**Revision Date:** July 21, 2021

#### Essential Duties

Working under the direction of the Animal Care Manager, Assistant Animal Care Manager, or the Team Lead(s), the Animal Care Technician functions as part of the Animal Care team - working independently and collaboratively to provide a clean, safe, healthy environment for the animals, staff, and visitors of the Humane Society.

#### Tasks and Responsibilities

- Minimizing disease transmission by maintaining high standards of cleanliness of all animal areas.
- Following all protocols to provide basic care to all animals including but not limited to:
  - ✓ Feeding
  - ✓ Disinfection and Disease Control
  - ✓ Humane Euthanasia
  - ✓ Enrichment
  - ✓ Behavior and Training
- Assist with inventory and restocking supplies.
- Report all damage and needed repairs for equipment or facility to Animal Care Manager.
- Ensure Animal Care Manager and Receiving Clinic is aware of animals in need of medical care.
- Maintain proper opening and closing procedures for the facility.

#### Qualifications

- Ability to multi-task in a fast-paced environment
- Ability to learn new techniques in relation to animal welfare.
- Ability to identify signs of animal illnesses, diseases, and injuries.
- Ability to learn humane animal capture and humane restraint methods and the ability to interpret animal body language.
- Candidates must be able to work both independently and collaboratively
- Strong attention to detail.
- Strong oral and written communication skills
- Willingness to learn how to operate company vehicles and equipment.
- Availability to work daytime, evenings, weekends, and holidays
- Formal animal care experience a plus
- Candidates must be committed to treating animals with kindness and respect
- Willingness to deal with conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.
- Ability to follow the HSWC Standards of Conduct.
- Ability to ensure shelter, storage areas, animal housing areas, and prep room area are neat and orderly.
- Willingness to perform humane euthanasia and prepare bodies for rabies testing as directed (when trained)
- Cooperative work ethic and willingness to fill in for other areas and performing other tasks/functions as directed by the Animal Care Manager or their designee.

- Follow all procedures established to maintain a safe work environment including using Personnel Protective Equipment (PPE), safe animal and chemical handling, reporting all near misses and accidents
- All other duties as assigned.
- Must possess a valid Driver's License and insurable driving record.

#### Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

*Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.*