



KENNEL/MAINTENANCE TECHNICIAN

Department /Program: Veterinary Services

Reports To: Veterinary Technician

Salary/Hourly Range: 23

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 4/14/2016

INTRODUCTION:

This position is responsible for maintaining the cleanliness of animal holding areas, office and grounds, performing building/vehicle maintenance and animal/livestock clinic service support. Work includes various duties involving unrelated processes and methods. Decisions on task to be performed depends on issues involved in each assignment and service process may differ. The incumbent is under general supervision and line authority of the Veterinary Technician. Incumbent is expected to work independently except when direct assistance is required. Incumbent and supervisor, in consultation, develop goals and objectives within expected timelines. Incumbent plans and carries out the successive steps to handle problems and deviations from work assignments in accordance with instructions, policies and pervious requirements.

KEY DUTIES AND RESPONSIBILITES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Feeds and waters animals according to schedules, feeding instructions, diet, etc.; cleans, organizes and disinfects animal quarters, pens, cages, corrals, yard, etc.; ensures animals are properly exercised per special instructions; transports sick animals; holds or restrains animals when necessary for servicing.
2. Conducts inspection of building, ground & equipment; assess and performs necessary repairs; performs minor electrical, plumbing, carpentry repairs; paints interior/exterior of office building; performs material and cost estimations for projects and submits to supervisor for action; maintains and conducts inventory of material, tools, and equipment.
3. Performs preventive vehicle maintenance; monitors and schedules program vehicle(s) for required service; ensures reliability of vehicle and equipment operation; makes arrangement for major repairs.
4. Maintains cleanliness of the office, clinic and equipment, i.e., sweeps, mops and disinfects; assist in sterilizing surgical instruments and equipment used in surgical procedures; assists in loading and unloading off feed, supplies, equipment and animals/livestock.
5. Performs other duties as assigned or authorized to achieve service goals and objectives

PERSONAL CONTACTS:

Contacts are with employees within/outside the work unit; livestock and pet owners; government agencies; volunteers; vendors and the general public. Purpose of these contacts is to exchange factual information, provide services/assistance, coordinate work and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work requires physical exertion such as long periods of standing, walking over rough, uneven terrain, recurring bending, crouching, stooping, stretching, reaching or similar activities in varying weather conditions and lifting of moderately heavy objects. The work involves risks associated with exposure to potentially dangerous situations such as handling, restraining and transporting pet animals and livestock; exposure to disease and agents which are highly contagious, infectious, noxious and communicable to humans. Incumbent is required to observe all safety precautions, wear protective clothing and gear. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: High School Diploma or G.E.D. Certificate;

AND

Experience: Two (2) years of general maintenance and custodial work experience;

OR

Any equivalent combination of Education and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of standard animal care.
- Knowledge of general building trades and use of hand and power tools.
- Knowledge of hazards and safety precautions of various custodial/maintenance trades.
- Knowledge of preventive vehicle maintenance.
- Knowledge of operating veterinary/livestock service equipment & instruments.

Skills:

- Skill in verbal and written communications.
- Skill in working with small and large animals/livestock.
- Skill in the use of hand and power tools.
- Skill in preventive vehicle maintenance and scheduling.

Abilities:

- Ability to follow written and verbal instructions and work independently.
- Ability to perform manual labor.
- Ability to establish and maintain positive professional working relationships with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving Course.

DESIRED REQUIREMENT:

1. Be able to speak and/or understand the Hopi Language.