



## Position Description

**Position Title****Animal Shelter Officer****Position No.**

10098

**Division**

People &amp; Place

**Section**

Environment

**Reports to**

Team Leader Environment

**Current Status**

Casual

**Band/Level**

1/3

**Grade**

5

**Step**

Entry-Step 4

**Last Reviewed**

November 2023

**Conditions of Employment**

The employee will work within conditions detailed within the Local Government (State) Award and the Council Policies/Systems including, but not restricted to:

- \* Council's Salary Administration System
- \* Council's Code of Conduct
- \* Equal Employment Opportunity
- \* Equity & Access to Training
- \* Performance Appraisal

**Workplace Health and Safety (WHS)**

The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

## Position Summary

The Lithgow City Council Animal Shelter Officer is responsible for ensuring that a high standard of presentation and animal welfare is maintained within Lithgow City Council's Animal Shelter, thus enhancing Council's image as a customer service provider and ensure that animals held are treated humanely in accordance with accepted standards, codes, Acts and regulations, and to ensure animals are accounted for accurately on associated records.

## Specific Duties and Responsibilities

- Monitor and provide care for impounded animals.
- Accept impounded animals into the shelter and input them in Council's animal shelter register and the Companion Animals Register.
- Clean and maintain kennels, cattery, external runs and surrounding areas.
- Follow all Lithgow Animal Shelter quarantine and disinfection procedures or instructions.
- Ensure that all impounded animals have a sufficient quantity of food and water daily.
- Observe and report on any health issues with impounded animals to the Senior Ranger.
- Temperament assess all animals and report behavioural issues to the Senior Ranger
- Administer basic oral medication as instructed.
- Transport animals as required.
- Ensure cage cards are kept up to date with relevant information and posted on each kennel/cage.
- Move animals where required during the impounding and release process.
- Move dogs to external runs for daily exercise.
- Assist customers in the identification, release and adoption processes, and manage the release of animals from the shelter.
- Manually collect and dispose of animal faeces.
- Arrange for and participate in the euthanasia of animals not suited for rehoming.
- Contact rescue organisations to arrange for the rehoming of impounded animals.
- Ensure all impounded animals are advertised through approved channels as per the requirements of the *Companion Animals Act 1998*.
- Undertake daily audits of all kennels and cages and report any issues to the Senior Ranger.
- Ensure the facility is secured at the end of each shift or upon leaving the facility to prevent theft or vandalism.
- Carry out microchipping of companion animals.
- Arrange health checks, vaccination, veterinary consultations and worming of impounded animals.
- Participate in Lithgow City Council's afterhours service when required by the Team Leader.
- Accept impounded stock into Council's stock holding facility, input them into Council's stock register, and notify Local Land Services.
- Ensure all impounded stock have sufficient food and water daily.
- Accept responsibility and manage own work.

- Promote the image of the Lithgow Animal Shelter with customers and members of the public.
- Ensure the implementation of Council's WHS requirements.
- Any other duties as requested within the general scope and expertise of the position.
- Provide general advice and communicate with the public in response to regulatory enquiries and Council Policies and Procedures.

## **Core Duties and Responsibilities**

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
  - Receive customer enquiries in a courteous and efficient manner
  - Research, assess and respond to customer enquiry within an appropriate timeframe
- Operate Personal Computer in the completion of routine tasks;
  - Utilise personal computer to create, modify and complete documents, using various computer programs.
- Workplace Health and Safety Supervisor Responsibilities
  - Present for work in a fit state (not under the influence of drugs or alcohol)
  - Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
  - Report all hazards, near misses, injuries, incidents to their immediate Supervisor immediately
  - Not through act or omission create an unsafe workplace or environment
  - Ensure adherence to developed SWMS/RA, SOP's, Procedures
  - Assist in the development of specific SWMS/RA where identified and required
  - Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
  - Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
  - Assist in the investigation of all injuries and incidents
  - Ensure the safe and correct use/application of plant, equipment and PPEC
  - Commitment to Council's Injury Management Procedure
  - Maintain good site housekeeping at work location
  - Contribute to continual improvement of workplace risk control processes.
- Recordkeeping Responsibilities
  - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
  - Prioritise and complete allocated Recordkeeping activities

- Maintain/Operate Plant and Equipment in the maintenance of the Lithgow Animal Shelter and Wallerawang Stock Pound
  - Maintain Equipment
  - Operate Plant Equipment

## Supervisory Responsibilities

- Nil

## Signatures

I agree to the requirements of this Position Description.

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|          |      |
| Employee | Date |

|            |      |
|------------|------|
|            |      |
| Supervisor | Date |

|         |      |
|---------|------|
|         |      |
| Manager | Date |

## Selection Criteria

### Essential

- Relevant qualifications in an appropriate field
- Significant experience in handling companion animals
- Experience in handling livestock
- Current Class C driver's licence
- Demonstrated commitment to customer service
- Demonstrated ability to work within a team environment
- Developed verbal and written communication skills
- Demonstrated knowledge of animal care and welfare issues
- Computer literate in basic office applications and the ability to quickly learn corporate applications

### Desirable

- Certificate II in Animal Care (or equivalent)
- Qualified microchip implanter (NSW)
- Knowledge of applicable legislation/regulations
- Ability to drive manual vehicle
- Dangerous Dog Handling qualifications and/or significant experience