



Job Description

Job Title: Kennel Manager/Technician

JTC: CY1

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides for the proper care and feeding of all animals under the care of the Veterinary Technology Department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Practical knowledge of the animals and understand procedures, services and policies. Able to develop standard operating procedures in the sanitation of lab animal housing facilities.

Knowledge of safety, cleaning and disinfecting methods and the use and care of cleaning materials and equipment. Ability to carry out written directions. Ability to utilize and plan team meetings to address concerns, questions and to create solutions for issues pertaining to the department.

Maintain cooperative relationships with faculty and staff in the course of the work. Be familiar with the proper methods of animal restraint. Requires the ability to supervise and to communicate effectively with individuals from diverse backgrounds. Able to support staff and faculty.

Demonstrate OSHA awareness and compliance. Ability to create and maintain necessary animal records, perform data entry. Able to manage budget and lead part-time staff.

Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus two (2) year of experience. Possession of a Veterinary Assisting Certificate desirable but not required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the day-to-day supervision of students and lower level farm technicians assigned to kennel duties is an additional task of the Kennel Manager/Technician. Maintain all housing units in addition to feed, medicating, enrichment activities, husbandry and exercise schedules for all animals and laboratory animals housed on college campus. Cleans and sanitizes all cages, runs, wards, stalls, large animal treatment areas and related locations.

Recognizes and records any unusual condition or abnormal behavior of animals under the care of the Veterinary Technology Department. Gives baths (ordinary cleansing, flea, medicated) to new arrivals as needed. Maintain codes and housing requirements.

Feeds each animal as ordered by the attending Veterinarian and records appetites and eliminations, keeps food preparation area clean and neat. May receive animals to be admitted to the teaching clinic for care. Assist students in maintaining daily entries in the animal records. Must be On-call during weekends, holidays and/or hazardous weather conditions.

Responsible for their proper identification and recording their respective locations. Assists Veterinarians and Veterinary Technicians with the administration of medications and restraint. Performs general housekeeping duties, equipment cleaning and maintenance and restocking and inventory monitoring of kennel supplies. Manage all legal medical records for patients. Responsible for recruiting, hiring, training and supervising part-time staff. Develop and monitor Feeding and Enrichment budgets.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.