



ESCAMBIA COUNTY

Department of Human Resources
221 Palafox Place, HR Suite 200
Pensacola, FL 32502-5835
(850) 595-3000

Out-of-Area: (866) 609-0603

<http://www.myescambia.com/jobs>

INVITES APPLICATIONS FOR THE POSITION OF:

Kennel Supervisor **Animal Services Department**

An Equal Opportunity Employer

RECRUITMENT RANGE

\$17.96 - \$20.66 Hourly \$1,436.80 - \$1,652.80 Biweekly
\$37,356.80 - \$42,972.80 Annually

ISSUE DATE: 09/24/20

FINAL FILING DATE: Thu. 10/08/20 11:59 PM Central Time

THE POSITION

*****Posting extended*****

This class is a working supervisor, who supervises the activities of the kennel technicians, prepares and maintains required records, and inventory and usage control of pharmaceutical products. This position reports to the Animal Services Manager.

This is a "mandatory-testing" position that requires Drug Testing.

Home to more than 300,000 residents in northwest Florida, Escambia County is the westernmost and one of the oldest counties in the state. The mission of Escambia County government is to provide efficient, responsive services that enhance our quality of life, meet common needs and promote a safe and healthy community. With nearly 1,800 employees, we pride ourselves on being the perfect climate for everything - building a business, raising a family and enjoying recreational pursuits. Picture perfect white sand beaches and clear, emerald Gulf waters draw millions of vacationers to Escambia each year, especially to Pensacola Beach, named the #4 Top U.S. Beach in 2020 by Tripadvisor.

EXAMPLES OF DUTIES

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations

Supervises the day-to-day activities within the animal shelter which include planning, coordinating, administering, and evaluating processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards

Assists customers in locating lost pets, checking in stray animals, and selecting animals for adoption; facilitates educational tours for interested groups while explaining applicable animal control laws, ordinances, and responsible pet ownership

Cares for animals, which includes: cleaning and disinfecting animal holding areas; maintaining

facility aesthetics; feeding, watering, and grooming animals; monitoring the security of facilities; monitoring animals for illness, disease, and/or injury; administering medications to animals; evaluating animals for adoption potential; socializing animals in custody; administering vaccines and oral dewormers; and/or, performing other related activities

Prepares and maintains a variety of files, records, reports, agreements, logs, and/or other related information; monitors and maintains inventory

Participates in euthanizing animals, which includes: injecting animals with applicable serums, and performing surgical decapitation of deceased animals for rabies testing; performs euthanasia as part of population and disease control and to relieve pain and suffering

Responsible for the coordination of disaster preparedness of shelter animals during a natural and/or manmade disaster

Attends meetings, seminars, workshops, and training, as appropriate

Performs other duties of a similar nature or level

QUALIFICATIONS

Minimum Qualification Requirements:

Training and Experience:

High School Diploma or Equivalent (G.E.D.) and two years of work experience in animal handling including one year supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements:

Valid driver's license

Ability to obtain Florida Euthanasia Certification within six months of hire

Knowledge, Skills, Abilities, and Other Characteristics (KSAOs):

Knowledge of:

State statute and local ordinances relating to animal licensing, leash laws, animal control enforcement procedures and rabies control,

Two-way radio, wireless communications, digital camera, and office equipment

Ability to:

Effectively communicate verbally and in writing technical information and recommendations in response to inquiries and complaints

Train subordinates on proper animal handling, microchip scanning, and recognition of signs of zoonotic diseases of animals

Plan, assign, supervise, and review the work of subordinates in a manner conducive to full performance and high morale

Establish and maintain positive and effective working relationships with the general public, pet placement partners, co-workers, elected, and appointed officials

Analyze problems, render service or assistance, and make appropriate decisions and judgments of effectiveness or compliance

Work in a variety of environmental factors and in all weather conditions

Skilled in:

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, volunteers, etc. sufficient to exchange or convey information and to receive work direction

SUPPLEMENTAL INFORMATION

County-wide Employee Responsibilities:

All Escambia County BCC employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Escambia County BCC's Employee Code of Ethics, gift, and conflict of interest policies.

All Escambia County BCC employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Emergency Management Responsibilities:

Note: During emergency conditions, the incumbent of this position will automatically be considered an emergency service worker. This employee is subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and is expected to perform emergency service duties, as assigned.

Physical Requirements:

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. **Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Benefits/Compensation Package:

- Medical / Dental / Vision plans
- Prescription coverage
- Employee health clinic
- Employee fitness centers
- Employer-sponsored retirement plan or an investment plan
- Deferred Compensation Plan
- Flexible Spending Account(s)
- Employee Assistance Program
- Annual/Sick Leave or Paid Time Off (PTO)
- Group Life Insurance

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.myescambia.com/jobs>

OR

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EXAM #03185
KENNEL SUPERVISOR
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Kennel Supervisor Supplemental Questionnaire

- * 1. I understand that I am not to list a sitting Escambia County Commissioner as a reference and will not contact any Commissioner about this job posting. Should I list such reference, I understand my application will be rejected.
 - Yes, I understand.
 - No, I do not understand.
- * 2. Do you have a high school diploma or equivalent?
 - Yes
 - No
- * 3. Do you have a valid driver's license?
 - Yes
 - No
- * 4. Do you have two years of work experience in animal handling **including** one-year supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
 - Yes
 - No
- * 5. If yes, please explain. **NOTE: All relevant work experience must be listed in the "Work Experience" section of this application. If none, type N/A.**
- * 6. Do you have a Euthanasia Technician Certification in the State of Florida; or are you able to obtain Euthanasia Technician Certification in the State of Florida, within 6 months of being in this position?
 - Yes, I have a Euthanasia Technician Certification in the State of Florida.
 - Yes, I am able to obtain Euthanasia Technician Certification in the State of Florida, within 6 months of being in this position.
 - No
- * 7. Are you a current internal Escambia County BCC employee? **(For recruitment purposes temps, volunteers and contract employees are considered external applicants.)**
 - Yes No

* Required Question