

# Marin Humane Animal Services Technician

Marin Humane is an equal opportunity, non-profit employer. Our mission is to transform lives through exceptional animal care, humane education, and advocacy. Every day, we inspire compassion and positive relationships between animals and people. Our Core Values are Dedication to Animals, Collaborative Spirit, Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

**SUMMARY:** The Animal Services Technician assists the Animal Services Division with picking up deceased wildlife on public roadways in addition to private property where a fee for the service is collected. Other responsibilities include Field Services department errands, non-enforcement activities, assisting field officers, transporting injured wildlife, and other activities as needed. He/she is accountable for accomplishing department goals, working collaboratively with internal and external stakeholders and supporting the mission, goals and philosophy of Marin Humane.

**ACCOUNTABILITY:** Director of Animal Services

**HOURS:** Part-Time. 20 hours per week; **SALARY:** \$18.10/hr - \$20.11/hr – Non Exempt

**SPANISH SPEAKING PREMIUM PAY IS OFFERED**

To apply, please use the following link and create an applicant account to complete application

**ONLINE:** <https://secure.saashr.com/ta/i.MHS.careers>

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### **ANIMAL CARE**

- Removal and disposal of deceased animals, both wild and domestic, in a professional and sensitive manner on public and private property
- Handle a wide variety of all animal species in various stages of decomposition
- Collect fees from the public for deceased animals on private property
- Treat all animals humanely, properly and with compassion, including those that may be injured, wild or potentially dangerous
- Utilize humane animal handling techniques and appropriate equipment to contain, handle and assess wild animals
- Assist officers with the capture, rescue, and handling of domestic animals, exotic animals, horses and livestock when requested

### **CUSTOMER SERVICE**

- Maintain a pleasant, courteous and tactful demeanor with the public at all times and promote humane education
- Assist the public using extremely professional communication skills
- Represent Marin Humane in a professional manner at all times
- Assist members of the public that may be overcome with emotion, grief, and stress
- Be willing to provide options to the public that benefit animals and people
- Provide educational talks when needed
- Promote a humane and caring attitude toward all animals through education and example
- Provide services to the department in a variety of tasks as needed or assigned
- Assist other departments and agencies as needed or assigned

*This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Marin Humane is an at-will employer.*

## **EMERGENCY RESPONSE AND TRANSPORTATION**

- Provide safe handling and transportation of sick and injured animals utilizing all types of roadways, including streets, highways, freeways and off-road terrain
- Transport appropriate wild animal patients to the shelter or wildlife rehabilitation center
- Assist officers with transportation of animals when needed
- Routinely pick up rabies certificates from veterinary hospitals
- Pick up and deliver records, documents and other items throughout the county

## **SAFETY AND SECURITY**

- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules
- Must be willing to report safety violations as well as potential safety violations to appropriate supervisory or management personnel
- Produce and maintain accurate case files, records and reports as required
- Create data file information on field contacts
- Maintain appropriate files and records as assigned
- Adhere to the files and records retention policies and procedures

## **GENERAL VEHICLE OVERSIGHT**

- Clean, disinfect and restock vehicle and equipment to comply with sanitation and safety protocols
- Follow general protocols to promote clean appearance of vehicles both inside and out
- Follow sanitation and disease control protocols to prevent disease transmission
- Maintain our vehicles' professional appearance at all times

## **DESIRABLE QUALIFICATIONS:**

An ideal Candidate will possess the following knowledge, skills and abilities:

- Accumulated knowledge of and compassion for domestic animals and wildlife
- Exemplary customer service skills
- Good written and oral communication skills
- Must be flexible and capable of working both independently and as a member of a team
- Basic computer and keyboarding skills
- Knowledge of Marin County roads and landmarks
- Must be available to work irregular hours, weekends, overtime, and holidays
- Ability to handle high-pressure situations and utilize good judgment
- Safely drive and operate equipment including vehicles with limited visibility and trailers

Possession of valid California drivers' license and good driving record

Pre-employment physical and background check, at the Marin Humane's expense, prior to hire

Rabies vaccination required and provided at the Marin Humane's expense

**EDUCATION AND EXPERIENCE:** A typical way of gaining the necessary knowledge, skill and ability outlined above is: Possession of a valid California Driver's license with proof of a good driving record. High School diploma or G.E.D. Work or volunteer experience in animal-related jobs such as an animal shelter, animal organization, or private animal business. Acquiring knowledge of native wildlife and their identification, specifically from Marin which can be acquired through lectures at community colleges, animal organizations including wildlife rehabilitation centers, parks and recreation organizations, and scientific institutions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or carry at least 75 pounds.

*This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Marin Humane is an at-will employer.*

- While performing the duties of this job, the employee is regularly required to sit, stand, talk, walk, lift, bend, hear, and see.
- The employee is occasionally required to run, climb, reach with hands and arms, stoop, kneel, crouch, jump, or crawl.
- The employee should have no known allergies to animals or other substances that would prevent the employee from performing the duties as required.
- The employee is regularly required to provide safe handling and transportation of sick and injured animals utilizing all types of roadways, including streets, highways, freeways and off-road terrain.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.
- On occasion, the employee will be exposed to very unpleasant odors and gruesome sights.
- The noise level in the work environment can be loud.
- The employee will sometimes be exposed to members of the public that can be confrontational, angry, emotional, and grieving.
- The employee will be required to work in a variety of terrain conditions, some of which can be potentially dangerous.
- The employee will be exposed to dangerous and rabies suspect animals.
- The employee can be exposed to traumatic experiences that can expose them to stress, compassion fatigue, and post-traumatic stress disorders.

**BENEFITS:**

**FULL-TIME EMPLOYEES (AT LEAST 30 HOURS/WEEK):**

- Medical/Vision Plan  
- Kaiser HMO
- Dental Plan  
- Includes Orthodontia for dependent children
- Domestic Partner Coverage Available (Medical and Dental plans)
- Life Insurance
- Long Term Disability Insurance

**ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):**

- Section 125 Cafeteria Plan
- Fitness Reimbursement Program
- Employee Assistance Program
- 403(b) Retirement Plan
- Paid Holidays
- Paid Vacation
- Sabbatical Leave

**ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):**

Paid Sick Leave

---

To submit an application: <https://secure.saashr.com/ta/i.MHS.careers;>

Marin Humane reserves the right, at any time with or without notice, to alter or change job responsibilities, reassign or transfer employees, or assign additional job responsibilities. This job description does not constitute a written or implied contract of employment. Marin Humane is an equal opportunity employer.

**ACKNOWLEDGEMENT & RECEIPT**

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description.

PRINT NAME

SIGNATURE

DATE

\_\_\_\_\_

\_\_\_\_\_

*This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Marin Humane is an at-will employer.*