

Vocational Firm:



Strategic Consulting Services, Inc

Address:

505 S. 336th St Ste 530
Federal Way, WA 98003-6323
(253) 661-5550 x254

Phone:

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Worker:

Claim #:

Job Title: Animal Shelter Administrator

DOT#: 410.134-018

JOB ANALYSIS

Job Title: Animal Shelter Administrator	DOT Title: Animal Shelter Supervisor
SVP: 3	DOT #: 410.134-018
SOC: 43-9061	Type of Industry: 634 – Non-Profit Organizations

Analyst: Jennifer Kabacy, CDMS	Source: Regional Animal Services of King County (RASKC) 21615 64th Ave. S. Kent, WA. 98032
Assigned VRC: Jennifer Kabacy, CDMS	Contact: Tim Anderson, Lead Animal Control Sergeant
Date: 7/8/2013	Phone: (206) 263-5939
<input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Interview <input type="checkbox"/> Representative	

Essential Functions:

- Oversee and coordinate the daily shelter operations;
- Supervise a team of Animal Care Technicians;
- Provide daily direction to staff including assigning work;
- Oversee animal flow within the shelter;
- Respond to complaints that may be difficult and complex and determine course of action;
- Safely handle aggressive, sick, injured or diseased animals;
- Investigate impounded animals to locate owners

Employer contact notes that approximately 70% of the Administrator’s duties involve clerical/office tasks and computer work, and 30% of the duties involve animal care/handling and cleaning duties.

Job Qualifications and Skills:

- Have animal shelter experience
- Have previous supervisory experience
- Have customer service experience with diverse communities and populations
- Have the ability to handle animals in a humane manner under a variety of conditions and are willing to vaccinate and euthanize animals as directed
- Are experienced in animal handling and behavior assessment techniques, proper methods for the care and feeding of animals, cleaning of cages, kennels, and other areas
- Are skilled in engaging and building relationships with colleagues, staff and community members
- Can handle cash, accurately account for monies, licenses, and items subject to inventory and accurately make mathematical calculations and enter data

NECESSARY REQUIREMENTS:

- Washington State Driver’s License
- The successful candidate must pass a pre-employment physical including the ability to perform moderate to difficult strenuous manual tasks including lifting animals weighing up to sixty (60) pounds on a frequent basis.
- Have or be able to obtain a Euthanasia Drug Certification.

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Machines, Tools, Special Equipment, Personal Protective Equipment Used: Gloves, ear protection, eye protection, pet care supplies, medications, cleaning supplies, carriers, lead ropes, leashes, office equipment (computer, telephone, copy machine, fax), washing machine, dryer, and cash register.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input checked="" type="checkbox"/> Heavy	8 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting	70%					X	To perform administrative tasks at a computer work desk including scheduling, assigning work, responding to incoming calls to address complaints and/or customer service issues, drafting reports, personnel reviews, and data entry.	
Standing	Up to 30%			X			To perform animal care duties with the animal care technicians, including cleaning cages/kennels, feeding, vaccinating and medicating animals, walking dogs, restraining aggressive animals.	
Walking	Up to 30%			X			To perform animal care duties with the animal care technicians, including cleaning cages/kennels, feeding, vaccinating and medicating animals, walking dogs, restraining aggressive animals.	

	N	S	O	F	C	
Lifting floor to waist		Up to 60 lbs	Up to 25 lbs	Up to 15 lbs		Frequently lift up to 15 lbs to handle animals, carriers, buckets of cleaning solution, foam cleaners, hoses, cages, laundry, and office supplies. Occasionally lift up to 25 lbs to handle bags of pet food or litter. Seldom lift up to 60 lbs to handle large dogs. Most lifting is floor to shoulder level.
Lifting Waist to shoulder		Up to 60 lbs	Up to 25 lbs	Up to 15 lbs		Frequently lift up to 15 lbs to handle animals, carriers, buckets of cleaning solution, foam cleaners, hoses, cages, laundry, and office supplies. Occasionally lift up to 25 lbs to handle bags of pet food or litter. Seldom lift up to 60 lbs to handle large dogs. Most lifting is floor to shoulder level.

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Lifting Shoulder to overhead	N	S	O	F	C	To lift supplies from top level shelves. Only light supplies are stored at above-shoulder level.
		Up to 15 lbs				
Carry (Dist.) 50 feet	N	S	O	F	C	Frequently carry p to 15 lbs to handle animals, carriers, buckets of cleaning solution, foam cleaners, hoses, cages, laundry, and office supplies. Occasionally carry up to 25 lbs to handle bags of pet food or litter. Seldom carry up to 60 lbs to handle large dogs. Carrying is typically 50 feet or less.
		Up to 60 lbs	Up to 25 lbs	Up to 15 lbs		
Pushing/Pulling	N	S	O	F	C	With up to 20 pounds of force for up to 1 hour total in a work day, to push/pull supply carts, or pulling a reluctant animal on a leash or wheeled cage with an animal in it.
			Up to 20 lbs of force			

	N	S	O	F	C	
Climbing		X				Occasionally climb ramps/short staircases into out-buildings at shelter facility.
Balancing	X					Not a requirement of this position.
Stooping / Bending			X			Occasionally at neck and torso for up to 5 minutes at a time, to clean low cages, put leash on a dog, pick up animals, scan animals for microchips, wash animals, scoop kitty litter, perform laundry duties, load/unload dishwasher, vaccinate and inspect animals. May be able to kneel to reduce bending/stooping.
Twisting			X			At torso, neck, and with upper extremities to handle animals, perform animal care, and clean cages. May minimize twisting by moving entire body at the feet.

	N	S	O	F	C	
Squatting / Kneeling			X			Occasionally for up to 5 minutes at a time, to clean low cages, put leash on a dog, pick up animals, scan animals for microchips, wash animals, scoop kitty litter, perform laundry duties, load/unload dishwasher, vaccinate and inspect animals. May be able to bend/stoop to avoid squatting/kneeling.
Crawling	X					Not a requirement of this position.
Hand or Foot Controls			X			Hand controls are used to operate computer, telephone, washer/dryer, and office equipment.

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	N	S	O	F	C	
Reaching (Level)					X	Bilaterally, when performing computer work, cleaning cages, performing clerical and customer service duties at front counter, inspecting and manipulating animals, and opening/closing cages. Most reaching is between waist and shoulder level.
		X				Bilateral occasional below waist level reaching to clean lower cages, put leashes on dogs, reach for cat carriers on the floor, etc.
			X			Bilateral occasional above shoulder reaching to dust the top of cages, or to retrieve light supplies on higher shelving.
Handle/Grasp				X		Bilaterally, to perform cleaning duties, animal care, feeding, and supply management. Forceful grasping may be necessary when restraining animals.
Fine Finger Manipulation					X	Bilaterally, while performing computer work, writing and filling out reports and forms, performing computer work, handling cash, balancing till, filing, operating office equipment, opening cages, and administering medications or vaccinations.
Repetitive Motion			X			Upper extremity activities are constant but varied throughout the work day. Computer/keyboarding duties may occur several hours per day.
Vibratory Tasks	X					Not a requirement of this position.

Talking				X		To communicate with customers and staff.			
Hearing				X		To communicate with customers and staff.			
Visual:	Near Acuity	X	Far Acuity			Depth Perception		Accommodation	
						Color Discrimination	X	Field of Vision	X

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C

Exposure to Weather	S					Noise Intensity	O
Extreme Cold	S					Atmospheric Conditions	N
Extreme Hot	S					Exposed Heights	N
Wet and / or Humidity	O					Exposure to Electricity	N
Proximity to Moving Mechanical Parts	N					Exposure to Toxic / Caustic Chemicals	O
Exposure to Explosives	N					Exposure to Radiation	N
Other							

Analyst's Comments:

Possible Employer Modifications:

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Note: The information for this job analysis was gathered by either on-site observation, and verified by the employer for accuracy. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a “best estimate” may have been used.

Analyst:

10/29/21

Jennifer Kabacy, CDMS

Vocational Consultant

Date

Employer Verification:

11/08/2021

Tim Anderson, Lead Animal Control Sergeant

Date

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MEDICAL PROVIDER:

I agree that the above named injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date _____.

I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent or temporary basis.

The above-named injured worker ***temporarily*** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

The above named injured worker is ***permanently*** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

Attending Provider

Consulting Physician

Pain Program Physician

IME Physican

PCE Therapist

OT / PT Therapist