



Position Description

POSITION	Assistant Animal Attendant
SECTION	Animal Holding Facility (AHF)
DEPARTMENT	City Living
ESTABLISHMENT NO.	N/A
POSITION TYPE	Casual
REPORTS TO	Team Leader Impounding and Animal Welfare
DIRECT REPORTS	No
POSITION GRADE	Band 1 Level 2 Salary System Grade 2
APPROVAL LIMIT	\$0
RELEASE LIMIT	\$0
DATE	June 2019

POSITION PURPOSE:

- Ensure that a high standard of animal housing presentation and animal welfare are maintained within Blacktown City Council's Animal Holding Facility (AHF)
- Enhance Council's image as a customer service provider and ensure that animals held are treated humanely in accordance with accepted standards
- Ensure animals are accounted for accurately on associated records
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

QUALIFICATIONS AND EXPERIENCE:

Essential:

- Current class C driver's licence.

Desirable:

- Relevant qualifications in an animal care related units
- Experience in handling companion animals
- Licenced to drive both manual and automatic vehicles.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Effective presentation of the AHF kennels and cages
- Identification of animal welfare issues
- Impounded animals are treated humanely whilst housed at the facility
- Duties completed efficiently and effectively
- Accurate record keeping in relation to the housing and management of impounded animals.

Work Health and Safety (WHS):

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law (HVNL)* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately
- WHS001 - Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Monitor and provide care for animals
- Clean and maintain kennel area and cattery, including but not limited to the disinfection of kennels/cages and the collection and disposal of solid wastes
- Manually handle animal faeces
- Follow specific quarantine and disinfection procedures or instructions
- Daily feeding and watering of all animals
- Observe and report on the health of animals held to the Team Leader Administration and Rehoming or Team Leader Impounding and Animal Welfare
- Observe and report any animal behavioural problems to the Team Leader Administration and Rehoming or Team Leader Impounding and Animal Welfare
- Transport animals to veterinary care, as required
- Signpost kennels as required i.e. sick, dangerous, feral etc.
- Assist with movement of animals during their impounding and/or release as required
- Assist customers with the identification of animals in kennel/ cattery area
- Assist in the allocation of animals for the de-sexing program (including loading for transportation)
- Promote the image of the AHF with customers
- Provide assistance to volunteers, work experience and Community Service Workers as advised by the Team Leader Administration and Rehoming or Team Leader Impounding and Animal Welfare
- Undertake a daily check of the kennel and cattery areas, self watering devices in the kennels, kennel blinds and report any defects observed but not limited to the items outlined to Team Leader Administration and Rehoming or Team Leader Impounding and Animal Welfare
- Ensure equipment in the facility is secured to protect it from vandalism
- Accept responsibility for and manage own work
- Undertake scheduled workplace learning programmes

- Other duties as assigned by Team Leader Impounding and Animal Welfare
- Assist in the micro chipping of dogs and cats, as required
- Assist in the vaccinating and worming of dogs and cats, as required
- Answer basic enquiries, phones and basic customer service
- Transport animals, as required.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.

Employee Name (PRINT): _____

Employee Sighted and Agreed: _____

Date: _____

Supervisor Name (PRINT): _____

Authorised by Supervisor: _____

Date: _____