

POSITION DESCRIPTION

Position Title:	Animal Facility Attendant
Position Number:	7135
Group:	Infrastructure and Planning Services
Business Unit:	Development and Environmental Services
Service Unit:	Regulatory Services
Reports To:	Senior Ranger
Grade:	4
Hours Of Work:	Casual
Last Date Of Review:	October 2022
Last Date Of Evaluation:	January 2023

Role Function Summary

To assist in the day to day running of the Animal Management Facility, and ensure all animals are safe and healthy.
To undertake ground maintenance as required

Key Responsibilities (Major and Essential Job Functions)

The Animal Facility Attendant is principally responsible for:

- Cleaning dog kennels and cat cages
- Feeding and providing water to the animals
- Monitoring the working of the recycled water system and on-site sewage management system
- Reporting all instances of damage and maintenance requirements to the Senior Ranger
- Undertaking ground maintenance as required

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:

Accountable

- We know what we do, and do what we say

Connected

- We work together to create community

Integrity

- We do the right thing

Care

- We are people who care

Adaptable

- We are ready to respond

Safe Workplace

It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.

Policies and Procedures

The responsibilities of this position are completed in line with all Council policies and procedures related to this position.

Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships: Team Members, Ranger, Senior Ranger, Coordinator, Manager, Directors, Other Staff, Managers, Coordinators, Executive & General Manager.

External Relationships: Nil

Direct Reports: Nil

Indirect Reports: Nil

Specifications and Technical Skills:**Essential Criteria:**

- Demonstrated verbal communication skills;
- Demonstrated written communication skills
- Demonstrated ability to work effectively, both autonomously and as part of a team;
- Animal handling experience
- A commitment to providing excellent customer service to both internal and external customers of Council

Desirable Criteria:

- Previous experience as an animal attendant
- Current first aid certificate

Licences and Tickets:

- Current NSW Driver's License
- Apply First Aid certificate

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting				✓	✓							
Walking	✓					✓						
Standing		✓				✓						
Bending		✓			✓							
Squatting		✓			✓							
Climbing			✓		✓							
Kneeling		✓			✓							
Twisting		✓			✓							
Lifting		✓			✓							
Driving				✓								

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling	✓	Cold environment
✓	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling		Customer contact
	Garbage collection	✓	Screen based work (intermittent)
	Office, toilet cleaning		Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
✓	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces	✓	Weeding and Mowing (as required)
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Animal Facility Attendant**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Completion of agreed probation period	1					
Induction to Council	1					
Maintenance of the dog kennels/cat cages in a clean and safe condition	1					
Ability to work unsupervised	1					
Demonstrated knowledge of WHS principles.	1					
Demonstrated ability to monitor and maintain the supply of animal food at the AMF	2					
Demonstrated ability to identify any relevant safety issues	2					
Demonstrated ability to identify quality issues	2					
Demonstrated ability to identify any relevant environmental issues associated with the maintenance and operation of the AMF	2					
Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude.	2					
Demonstrates initiatives by suggesting changes to work procedures that improve the work environment	3					
Undertake appropriate training related to animal handling activities	3					
Demonstrated ability to communicate with rescue groups	3					
Microchip companion animals as required	3					
Administer oral medicines to the companion animals as required	3					
Demonstrated ability to undertake a risk assessment for all pound cleaning operations	4					
Adhere to set budgets for the AMF	4					
Demonstrated ability to solve diverse problems at the AMF	4					
Demonstrated ability to identify commercial opportunities at the AMF	4					
Demonstrated ability to co-ordinate volunteers	4					

Skills Review Year (eg 2022): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				