



Animal Care Technician

Employment Status: Full or Part-Time; Non-Exempt

Department: Animal Care

Reports To: Shelter Operations Assistant Manager/ Shelter Operations Manager – Animal Focus

Position Summary

The Animal Care Technician plays a critical role in ensuring every animal entrusted to the Placer SPCA receives compassionate, individualized care that reflects the Five Freedoms of Animal Welfare while utilizing Fear Free® principles and low-stress handling techniques to reduce fear, anxiety, and stress. As one of the first professionals to assess every animal entering the shelter, this position establishes each animal's individualized pathway of care through comprehensive intake examinations that identify immediate medical, behavioral, and welfare needs. Working collaboratively with the Shelter Operations, Veterinary, and Behavior teams, the Animal Care Technician provides exceptional daily care through husbandry, preventative medicine, ongoing observation, accurate documentation, and communication to support positive outcomes throughout every animal's shelter journey.

Essential Duties & Responsibilities

Animal Care & Welfare

- Provide compassionate daily husbandry including feeding, watering, cleaning, disinfecting, enrichment, and maintaining safe, sanitary housing for animals in shelter care. *
- Promote the Five Freedoms of Animal Welfare by continuously supporting each animal's physical health, emotional well-being, and behavioral needs. *
- Utilize Fear Free® principles and low-stress restraint and handling techniques to minimize fear, anxiety, and stress during all animal interactions. *
- Conduct ongoing quality-of-life observations and promptly communicate medical, behavioral, or welfare concerns to support timely intervention. *
- Assist with animal movement, housing assignments, transfers, and disposition activities while supporting individualized care plans. *

Intake & Admission Assessments

- Perform timely intake examinations for all incoming animals to establish immediate medical, behavioral, and welfare needs while initiating each animal's individualized pathway of care. *

- Complete admission preventative care, including vaccinations, deworming, flea and tick prevention, and other prescribed treatments in accordance with established protocols and within the scope of training. *
- Scan every animal for permanent identification, including microchips, and accurately document all findings to support reunification efforts. *
- Obtain high-quality photographs promptly upon admission to assist lost pet owners, support reunification efforts, and maintain accurate shelter records. *
- Assess and document each animal's physical condition, body condition score, Fear, Anxiety, and Stress (FAS) level, and initial behavioral presentation, promptly communicating concerns requiring veterinary or behavior team intervention. *
- Ensure all intake findings, treatments, observations, photographs, and identification information are accurately documented within PetPoint. *

Medical, Behavioral & Welfare Support

- Administer prescribed medications, vaccinations, preventative care, and medical treatments under veterinary direction and within the scope of training. *
- Continuously monitor each animal's physical health, behavioral presentation, and overall welfare, recognizing changes that may require medical, behavioral, or management intervention. *
- Observe for signs of illness, injury, pain, Fear, Anxiety, and Stress (FAS), or changes in behavior, promptly communicating concerns through established organizational communication processes on the same day observations are made to support timely intervention, continuity of care, and positive animal outcomes. *
- Accurately document medical treatments, behavioral observations, and significant changes within PetPoint and other organizational record systems. *
- Collaborate with the Veterinary, Behavior, Foster, and Shelter Operations teams to support individualized care plans and ensure continuity of care throughout each animal's shelter journey. *
- Safely handle and maintain accountability for controlled substances in accordance with organizational policies and applicable regulations. *
- Participate as a member of the Certified Euthanasia Technician (CET) team, assisting with and performing humane euthanasia following completion of required training and maintenance of a California Veterinary Assistant Controlled Substance Permit (VACSP). *

Animal Records & Communication

- Maintain complete, accurate, and timely documentation within PetPoint and other organizational systems. *
- Document daily husbandry activities, medical treatments, behavioral observations, and significant changes in an animal's condition. *
- Communicate effectively with Shelter Operations, Veterinary, Behavior, Foster, and other support teams to ensure continuity of care. *
- Participate in established organizational communication processes to support individualized care planning and positive animal outcomes. *
- Assist with disposition of animals including but not limited to process to adoption, return to owner, and ID follow up. *

Shelter Operations

- Maintain assigned work areas, equipment, and supplies in a clean, organized, and safe condition. *
- Assist with the transport of animals between Placer SPCA facilities, veterinary hospitals, transfer partners, foster homes, and other approved locations. *

- Perform Get Acquainted appointments with potential adopters. *
- Support intake, adoption, reclaim, transfer, foster, and other shelter operations as assigned. *
- Participate in public education programs, tours, community outreach events, and fundraising activities as needed.
- Demonstrate compassion, professionalism, integrity, and respect in every interaction with animals, clients, coworkers, volunteers, and community partners. *
- Provide exceptional customer service while representing the mission, vision, and values of the Placer SPCA. *
- Maintain regular, reliable, and timely attendance. *
- Participate in required meetings, continuing education, and professional development opportunities. *
- Work evenings, weekends, holidays, and overtime as operational needs require. *
- Perform other duties as assigned. *

*=Essential functions of the job

Qualifications

- Must be at least 21 years of age to meet legal requirements associated with the duties of this role.
- High school diploma or GED equivalent.
- Ability to obtain Fear Free® Certification obtained within 90 days of hire.
- Ability to safely handle and restrain animals of varying species, sizes, and temperaments.
- Must pass a background check and be eligible for a Veterinary Assistant Controlled Substance Permit.
- Must possess a valid California driver's license and maintain a driving record that meets the standards of our insurance provider.
- Required to operate a motor vehicle to travel between facilities, attend meetings and special events, run errands, etc. as needed.
- Must be able to safely lift and carry supplies or animals weighing up to fifty pounds with assistance.
- Ability to work independently while contributing effectively within a multidisciplinary team.
- Prefer previous experience in an animal shelter, veterinary hospital, or professional animal care environment.
- Prefer knowledge of canine and feline behavior, animal welfare principles, husbandry practices, and disease recognition.
- Prefer experience administering medications and performing routine animal care procedures.
- Strong observational skills with the ability to recognize subtle medical, behavioral, or welfare concerns.
- Good organizational, interpersonal, and communication skills.
- Ability to prioritize work, adapt to changing priorities, and exercise sound judgment in a fast-paced environment.
- Prefer experience using PetPoint or similar shelter management software.

Compensation & Work Environment

- Position Classification: Non-exempt; Part-time or Full-time.
- Starting Salary: \$18.04–\$19.14 per hour, depending on experience, qualifications, and demonstrated skills.
- Salary Range: \$18.04–\$23.55 per hour, with merit-based increases in accordance with organizational policy.
- Work Schedule: Part-time positions are scheduled up to 29 hours per week. Full-time positions are scheduled for 40 hours per week and may include weekends, evenings, holidays, and occasional overtime based on operational needs.
- Regular exposure to animals that may be sick, injured, fractious, aggressive, or deceased.
- Potential exposure to zoonotic diseases, animal waste, parasites, cleaning chemicals, disinfectants, and other veterinary or facility-related substances.
- Frequent interaction with clients, volunteers, and team members in a dynamic, fast-paced, and occasionally high-stress environment.
- Work is performed in an emotionally demanding setting requiring professionalism, compassion, resilience, adaptability, and sound judgment.
- Must be willing to participate in required training and continuing education to maintain and enhance job knowledge, skills, and certifications.
- Must be able to work at assigned Placer SPCA locations and travel between facilities as organizational needs require.
- Compliance with all Placer SPCA policies, procedures, and the Employee Policy Manual is required.

Acknowledgment

The Placer SPCA is an equal opportunity employer. PSCPA reserves the right to revise or change this job description as necessary or as business requires. This job description does not constitute a written or implied contract of employment.

I understand the qualifications described above for the Animal Care Technician position, and by signing below acknowledge that I am able to perform the essential functions of the job either with or without reasonable accommodation and I am willing to accept the working conditions herein.

Applicant / Employee Name: _____

Applicant / Employee Signature: _____

Date: _____