Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Animal Care Technician

JOB CODE	JOB FAMILY	PROFILE
JCV103	**Animal Care Services**	**Animal Care Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**September 11, 2026**

The Animal Care Technician provides humane care and handling of animals housed at the Bernalillo County Animal Care and Resource Center. Responsibilities include feeding, cleaning, sanitizing, and disinfecting animal housing areas and related equipment to ensure the health and safety of animals, staff, and visitors.

Job Description

DUTIES AND RESPONSIBILITIES

- Maintains a clean and safe environment by performing daily custodial and maintenance duties in kennels, catteries, and other animal care areas.
- Feeds, waters, and provides basic care for animals in accordance with established procedures.
- Cleans and disinfects cages, runs, and cattery areas using approved cleaning agents and following Animal Care Services policies.
- Handles daily laundry tasks; folds, separates, and distributes clean items for use as bedding or supplies.
- Exercises and socializes animals regularly to support their physical and emotional well-being.
- Bathes, cleans, and grooms animals as needed.
- Assists with custodial and maintenance functions throughout the facility, including stocking supplies and maintaining inventory.

- Provides customer service support by answering phones, assisting with paperwork, responding to public inquiries, and escorting visitors through animal housing areas.
- Assists animal care officers, technicians, and front office staff with the intake and release of animals.
- In designated roles, may perform or assist with humane euthanasia in accordance with applicable policies and procedures.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School diploma or GED.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Experience working with animals is preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Individuals performing euthanasia are required to hold a valid license as a Euthanasia Technician issued by the State of New Mexico Board of Veterinary Medicine.
- Prior to performing euthanasia tasks, approval from the Director of Animal Care must be obtained.

WORKING CONDITIONS

- Duties are primarily performed indoors in a temperature-controlled environment.
- Some tasks require working outdoors in various weather conditions.
- Indoor work takes place in a facility with cement, carpeted, or tiled flooring.

- Outdoor tasks may involve walking or standing on even or uneven, wet or dry surfaces; stairs may be used during both indoor and outdoor duties.
- Outdoor surfaces may include natural ground, asphalt, concrete, snow, ice, or mud.
- Exposure to animals—including aggressive animals—as well as animal bites, diseases, odors, dander, waste, and cleaning chemicals is possible.
- Work is performed independently or as part of a small team.
- The work environment may be noisy, with frequent animal movement and activity.
- On-call duties may be required, including evenings, weekends, and holidays.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, two-way radio, computer, printer, and copy machine.
- Handles a variety of forms and paperwork, writing utensils, and other basic office supplies while performing duties.
- May use a variety of equipment including but not limited to a net, rope, leash, snare, squeeze cage, halters, tranquilizing equipment, ladders, horse trailer, and camera in the performance duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.