

**Civilian Personnel Office
52d Force Support Squadron
United States Air Force
Spangdahlem Air Base, Germany**

Announcement Number: 30/2024

Opening Date: 08-Mar 2024

Closing Date: open until filled

**Internal and external Non-US Vacancy Announcement/Interne und externe Stellenausschreibung für
Nicht-Amerikanische Bewerber
(IAW USAFEI 36-713)**

**Area of Consideration: Area II – All organizations serviced by the Spangdahlem Civilian Personnel Section
and external applicants**

Please post Announcement on your bulletin board

POSITION TITLE: *Animal Caretaker Helper (m/f/d)*

GRADE: C-5048-03

WORK HOURS: 20 per week

**REMARKS: Uncommon tour of duty to include but not limited to day and evening shifts,
weekends and legal German holidays.**

ORGANIZATION: 52 FSS/FSWS – Pet Lodge

LOCATION: Spangdahlem

On principle this position is also suitable for severely handicapped persons.

MAJOR DUTIES:

The purpose of this position is to help provide care to animals in the kennel service according to the directions of the owners and/or the supervisor/assistant manager and/or in the best interest of the well-being of the animal.

Responsible for the care of dogs, cats and other pets. Handles, feeds and waters pets. Exercises animals, letting each pet out of the kennel for at least 10 minutes three times a day; ensures dogs remain on the leash and animals are not in direct contact with other animals unless from the same family or permission is given from the owner for playtime in yards only. Bathes, dips, brushes and trims nails for animals in the kennel and grooming area; sometimes with assistance, as needed. Administers oral, topical and subcutaneous medications in accordance with written instructions as provided by the owner. Notes animal's health by evaluating basic health upon check-in and monitors the animal during its stay. Alerts supervisor/ manager or work leader to any changes in health, so adequate health care for pet can be obtained if needed. Maintains building areas in a clean, sanitary conditions to ensure no animal is subjected to an unhealthy environment. Cleans and sanitizes kennels. Washes pets belongings such as blankets, towels and toys. Performs outdoor maintenance to include clearing of the yard of animal feces, mowing grass, sweeping around doorways, picking up trash and clearing snow and ice from entrances. Empties and disposes of trash and recyclables, vacuums, dusts, mops and disinfects all required areas in the building. May pick up or deliver animals to Lodging, base areas and international airports, like Frankfurt, as scheduled. Maintains animal records and ensures appropriate records are completed upon check-in, lists

belongings of each pet and verifies special instructions of the owner. Schedules reservations and appointments. Fills out daily checklist for each pet. Receives and handles money for boarding, grooming, and transportation, etc. Checks pet out, ensuring all belongings are returned and relays any information regarding the pet's stay to the owner. Maintains record of supplies; reports needs to work leader or supervisor/manager.

Performs other job-related duties as assigned.

For further details, position description is available for review at Civilian Personnel Flight, Bldg. 151, Spangdahlem Air Base.

QUALIFICATION REQUIREMENTS/QUALIFIZIERUNGSANFORDERUNGEN:

Education and Training Level I – Lower secondary level school diploma

Proficiency Requirements:

- Excellent command of the English language, ELP Level 3 (passing score 85%) is required.
- Drivers license: Class B and must be able to drive a GOV.
- Must be able to deal with animals in a gentle, safe, reassuring manner. May be required to soothe and comfort nervous animals and owners. Must be able to maneuver and pick up animals in order to evaluate health and to groom them.
- Ability to use and operate small hand tools and lawnmower.

OTHER SIGNIFICANT REQUIREMENTS:

- Must be able to obtain ESTA/visa for TDY to CONUS or other countries requiring a VISA.
- Work may occasionally require travel away from the duty station.
- Irregular distribution of work hours, which include but are not limited to day and evening shifts, weekends, and holidays.
- Position requires frequent standing, bending, kneeling, stooping, and walking. Occasionally lifts up to 50 pounds. Incumbent will be required to work outdoors to walk dogs in all types of weather conditions (cold, rain, snow, etc.). Will also work indoors in ventilated, well-lit areas.
- May be exposed to strong odors, feces, urine, animal hair, blood, scratches, and bites during handling of animals. May also be exposed to parasites and contagious diseases.
- Might have to wear ear protection.
- Must complete all required training, like Customer Service Training, Fire & Safety Training etc..

HOW TO APPLY/BEWERBUNG:

Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10- if currently employed) and any **supporting documents** must be turned in to the Civilian Personnel Office, Bldg. 151, 54529 Spangdahlem or sent via email to 52fss.spang.jobs@us.af.mil. All applications **must be received** by the closing date of the announcement. For further detailed information please call DSN 452-6080 or Commercial 06565-61-6080 (08:00 – 16:00, closed Tuesday afternoon) or check our website:

<https://www.52fss.com/home/document-manager/civilian-personnel-section>.

The application cannot be considered if supporting documents are missing.

Applicants presenting foreign education & training credentials are required to obtain a letter of equivalency from the appropriate German authority of the state where he/she is residing. In Rheinland-Pfalz you may contact: Aufsichts- und Dienstleistungsdirektion (ADD), Willy-Brandt-Platz 3, 54290 Trier, Phone: 0651-9494-0, Fax: 0651-9494-170

The application cannot be considered if supporting documents are missing./Ohne die entsprechenden Zeugnisse/Nachweise kann die Bewerbung nicht berücksichtigt werden.

Interview Travel Expenses will not be reimbursed./Vorstellungskosten werden nicht erstattet.