

# CITY OF EAST PROVIDENCE EMPLOYMENT OPPORTUNITY



## Part-time Animal Control Officer/Pound Keeper 19.5 hours per week (No Benefits) \$20.00 per hour

Under general supervision of the Animal Control Supervisor, maintains the animal pound by cleaning and disinfecting runs and cages, feeding, watering, and medicating the animals, washing all areas of the facility, removing rubbish, replenishing and maintaining stock, and general housekeeping. Performs a variety of Animal Control tasks, picking up dead animals, catching strays, investigating complaints, disposing of dead animals, issuing summons to violators of City Ordinances, transports animals to veterinarian for treatment or euthanasia, cleans and disinfects the Animal Control vehicles.

### **Desirable abilities, knowledge, and skills:**

Ability to understand and carry out written and oral direction and to keep records. Ability to work well with others. Some typing ability. Sincere interest in the welfare of people and animals. Detailed knowledge of City regulations, State laws, practices, and procedures regarding animals. Ability to respond courteously to all public inquiries and requests. Must be able to work continuously in noisy conditions with the presence of irritating or unpleasant animal odors; some cleaning duties must be performed outdoors with exposure to weather extremes. Duties involve significant use of manual skills requiring motor coordination and stamina in cleaning animal runs and cages and in moving litter, lifting and carrying bulk animal food and cleaning supplies up to 50 lbs. Duties require moderate physical activity pushing brooms and mops, standing or walking all day. Occupational hazards include minor bruises from bumps, minor cuts, and muscular strains from lifting, exposure to rabies from animal bites.

### **Minimum Qualifications:**

High school graduate or equivalency certificate, 18 years or older, and a valid driver's license. At least two years of experience handling animals and cleaning animal facilities. Ability to deal with and care for animals. Ability to deal with the public and other paid and volunteer workers. Must acquire, and maintain, required certifications within legally allotted time frames. [ACO certification required within 12 months of hire date]

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cld=19000101\\_000001&type=JS&lang=en\\_US&selectedMenuKey=CareerCenter](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cld=19000101_000001&type=JS&lang=en_US&selectedMenuKey=CareerCenter)

**Application must be submitted no later than December 22, 2021.**

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**