



CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY

Animal Control Pound Keeper
Steelworkers Union
Pay Grade 30

\$40,629.72 - \$47,993.23

Under general supervision of the Animal Control Director, maintains the animal pound by cleaning and disinfecting dog runs and cages, feeding and watering the animals, washing all areas of the facility, removing rubbish, replenishing and maintaining stock, and general housekeeping.

ILLUSTRATIVE EXAMPLES OF WORK

Responsible for maintaining a clean and disease-free environment for the animals housed at the Animal Control Center. Works and cooperates with shelter staff. Performs office tasks related to the running of the Animal Control Center such as: takes messages pertaining to enforcement issues and animal control service requests, dispatches calls for service to animal control officers, files documents, prepares letters, updates adoption postings on websites and in local newspapers, assists the Animal Control Supervisor with scheduling part-time and volunteer workers, collects and documents various forms of revenue and prepares deposit forms. Conducts adoptions, and provides treatment as directed by a veterinarian as required and transports animals to the veterinarian as required. Assists with the rabies clinics. Identifies and assists with public relations opportunities. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to understand and carry out written and oral direction and to keep records. Ability to work well with others and to respond courteously to all public inquiries and requests. Must have a genuine interest in the welfare of animals. Proficiency in Microsoft Office. Knowledge of city and state regulations, practices, procedures and protocols regarding animal control.

MINIMUM QUALIFICATIONS FOR APPOINTMENT

Must be 18 years or older, possess a valid driver's license, and have at least two years of experience handling animals and cleaning animal facilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this job 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed both inside and outside, which includes seasonal exposure to cold and heat. The employee is also exposed to irritating or unpleasant animal and chemical odors, noise, and potential exposure to rabies from animal bites.

Examination Weight

100% Oral

Application and resume must be submitted no later than Monday, December 19, 2022 by 4 p.m.

Please apply online through ADP:

https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclid=19000101_000001&type=JS&lang=en_US



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ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER