



## **CITY OF EAST PROVIDENCE EMPLOYMENT OPPORTUNITY**

### **Animal Control Supervisor**

**EPPMTEA  
Pay Grade 38**

**\$56,875.04 – \$67,563.86**

Under the general supervision of the Uniform Patrol Division Commander, 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 the veterinarian for treatment or euthanasia, cleans and disinfects truck. Performs related work as required.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Prepares work schedules for Animal Control Officers and Pound Keepers. Assigns tasks as appropriate, coordinating efforts of Animal Control Officers, Pound Keepers and volunteers. Insures preparation of statistics and reports as required. Investigates and answers complaints received from residents. Follows through with further investigation as appropriate. Picks up dead animals or strays, including dogs, cats, and returns or releases animals to rightful owners. Cleans and disinfects the dog truck. Issues summonses to violators of City ordinances. Works and cooperates with shelter staff, pound keepers and volunteers. Transports animals (at owner's request) to veterinarian for treatment or euthanasia. Obtains appropriate authorizations for treatment or euthanasia. Assists with rabies clinic. Testifies in court if requested. Keeps records and types reports as necessary. May be assigned when needed to clean, disinfect, and otherwise maintain the animal pound in a clean and orderly manner. Feed and water impounded animals. Performs other duties as requested by the Chief of Police or the Uniform Patrol Division Commander.

### **DESIRABLE ABILITIES, KNOWLEDGE AND SKILLS**

Ability to understand and effectively carry out written and oral direction and to keep records and make reports. Some typing ability. Ability to direct, supervise and instruct Animal Control personnel and to establish exercise independent judgement in completing assignments. Detailed knowledge of city regulations, practices and procedures regarding Animal Control. Sincere interest in the welfare of people and animals. Ability to respond courteously to all public inquiries and requests. Detailed knowledge of State Law as it pertains to Animal Control.

### **MINIMUM QUALIFICATIONS**

High school graduate or equivalency certificate, eighteen years of age or older, valid driver's license, three to five years' experience working with animals; Or, any combination of education and experience which provides the desired abilities, knowledge and interests.

**Examination Weight**

**100% Oral**

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

Please apply online through ADP:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclId=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclId=19000101_000001&type=JS&lang=en_US)



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**