

CITY OF BRIDGEPORT, TEXAS

PART-TIME ANIMAL SHELTER ATTENDANT

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.

FLSA: Non-exempt, part-time no more than 19 hours per week

STARTING PAY: \$12.50/hour DOQ

DEFINITION

This is a part-time position. Under general supervision, performs animal care tasks and shelter upkeep to maintain a clean and disease-free environment for impounded animals.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Animal Control Officer and Code Enforcement Officer.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS – *Essential duties may include, but are not limited to, the following:*

Essential Functions:

1. Cleans, maintains and performs minor repairs to kennel runs, cages, and shelter buildings.
2. Provides care for animals in the shelter including feeding, cleaning and monitoring animal behavior. Monitors conditions of animals and implements precautionary measures in order to prevent disease transmission. Cleans and disinfects pens, floors and related areas in accordance with established practices.
3. Relocates animals from trucks and cages.
4. Assists with euthanizing animals as needed.

5. Documents animal dispositions.
6. Assists the public looking for lost or adoptable pets.
7. Assists field officers in unloading, checking in and relocating animals in the shelter.
8. Perform related duties and responsibilities as required.
9. Attends work regularly, as scheduled.

QUALIFICATIONS

Knowledge of:

Operations and services of an animal control program.
Principles and practices of animal behavior and animal care.
Principles and procedures of animal handling, collection, impoundment, quarantine and disposal.
Methods and techniques of animal first aid.
Methods and techniques of facility maintenance and repairs.
Safe work practices.
Operational characteristics of tools and equipment used in the assigned duties and responsibilities.

Ability to:

Handle domestic and non-domestic animals.
Prepare clear and concise reports and maintain accurate records.
Respond to requests and inquiries from the general public.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Exercise discretion in matters of a sensitive and confidential nature.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Standing or sitting for extended periods of time*
- *Subduing resisting animals*
- *Chasing fleeing animals*
- *Running, walking, crouching or crawling*
- *Moving deceased animals*
- *Walking, standing or sitting for extended periods of time*
- *Operating assigned vehicle and equipment*

Maintain effective audio-visual and color discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in the handling of animals preferred.

Training:

Equivalent to a High School diploma or G.E.D. preferred.

License or Certificate:

Must possess, or have the ability to obtain immediately, an appropriate, valid Texas driver's license.

Age Requirement:

Must be at least 18 years of age or older upon employment.

WORKING CONDITIONS

Environmental Conditions:

This position has periodic to frequent disagreeable working conditions including performing duties in the rain or wind, at night, in traffic and with the danger of being bitten by animals. Some tasks require exposure to dust, pollen, cleaning solutions and animal hair. There also will be exposure to blood, feces, urine and saliva in this working environment. Employee will be required to be vaccinated against rabies.

Physical Conditions:

This position requires the ability to lift and carry injured animals weighing between 25 and 50 pounds, and some weighing 100 plus pounds; running, bending, stooping, crouching, crawling, reaching, handling and feeling to detect injuries as necessary to capture, control and care for animals.

CURRENT BENEFITS

The City has a telemedicine plan available to the employee & their family at no charge.

DISCLAIMERS

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history, driver's license check and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature / Approval:

Date: _____

Employee

Employee's Printed Name