



City of Saginaw

JOB OPPORTUNITY ANNOUNCEMENT PART TIME ANIMAL SHELTER TECH EXPERIENCE PREFERRED, NOT REQUIRED

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

DATE: September 28, 2018

CLOSING DATE: Open until filled

SALARY: \$10.00 Hour

SCHEDULE: Hours vary

MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: High School Diploma or Equivalent

DRIVING: Must have a valid Texas Driver's License and a good driving record

CERTIFICATION: None

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMODATION

All applications must be returned with:

1. Copy of valid Texas Driver's License
2. Copy of Social Security Card
3. Copy of High School Diploma or GED
4. Authority for Release of Information Wavier
5. Authorization to Conduct Drug and Alcohol Testing
6. Supplemental Work and Personal History Form
7. DPS Criminal History Form

Application packets are available:

In Person: City of Saginaw Human Resources, 333 W. McLeroy Blvd., Saginaw, TX 76179

Online: www.saginawtx.org

Completed application packets can be emailed to: applications@ci.saginaw.tx.us

ANIMAL SHELTER TECH HIRING PROCESS

The hiring process for City of Saginaw Animal Shelter Tech will consist of the following: Interview, background check, criminal history and driving record review and physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

NON-TOBACCO USERS PREFERRED

NO SMOKING INSIDE OF ANY CITY BUILDINGS OR VEHICLES

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U. S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: **Animal Shelter Tech**
Department: Animal Services
PT Time Position

Effective: 02-01-2018
State Employment Commission Code: 9199
Worker's Compensation Number: 8831

Job Summary:

Work is performed under the supervision of the Director of Recreation and Community Engagement. Enforces laws and performs in all areas pertinent to animal control regulations and operates City's animal shelter. Exercises sound judgment within limits prescribed by laws, rules, regulations, and department policies with guidance from supervisor. Work is subject to review through activity reports and periodic observation of operation. Position requires working a rotating schedule including weekends and holidays. Performs related work as required.

Essential Job Functions:

Must have good communication skills. Must have ability to work closely with all types of animals and handle animals of various sizes. Must not be intimidated by animals. Impounds animals as required. Maintains and cleans kennel runs, cages and shelter buildings. Provides food, water and care for impounded animals. Releases animals from the shelter in accordance with prescribed procedures. Assists the public in looking for lost or adoptable pets. Assists field officers in unloading, checking in, releasing and relocating animals in the shelter. Keeps records and documents animal dispositions in a computer record keeping system. Must be able to lift supplies or animals weighing up to 50-100 pounds.

Other Job Functions:

Assists other departments as needed.

Required Education, Degrees, Certificates, and/or License:

High School Diploma or General Equivalency Diploma. Valid Texas Driver's License.

Experience, Training, Knowledge, and Skills:

Working knowledge of animal control ordinances and laws and regulations, departmental policies and procedures, safety rules and regulations. Skills in the use of radio equipment and related animal control equipment. Skills in the routine operation of a motor vehicle. Ability to meet and deal effectively with the general public, to make decisions and determine logical courses of action, to understand and execute written and oral instructions, to communicate effectively, to react calmly, quickly, and accurately to the situations. Maintain physical standards necessary to do the job.