



City of Saginaw

JOB OPPORTUNITY ANNOUNCEMENT ANIMAL SERVICES OFFICER

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

OPEN DATE: December 3, 2018

CLOSING DATE: Open until position filled

BEGINNING SALARY: \$ 34,583 annually

MINIMUM REQUIREMENTS:

- CITIZENSHIP: Legally authorized to work in the United States
- EDUCATION: High School Diploma or General Equivalency Diploma
- DRIVING: Must have a valid Texas Driver's License and a good driving record
- CERTIFICATION: Animal Control "Basic" Certification Required
Euthanasia Certification from State within 6 months of date of employment

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

All applications must be returned with the following:

1. A copy of valid driver's license
2. A copy of social security card
3. A copy of high school diploma or GED
4. A copy of Animal Control Basic Certification
5. Authority for Release of Information Waiver
6. Authorization to Conduct Drug and Alcohol Testing
7. Supplemental Work and Personal History Form
8. DPS Criminal History Form

Failure to comply with this request could disqualify you.

NON-TOBACCO USERS PREFERRED NO SMOKING INSIDE ANY CITY BUILDINGS OR VEHICLES

City of Saginaw Human Resources Department
333 West McLeroy Blvd., Saginaw, TX 76179
Phone: 817-230-0330 Email: applications@ci.saginaw.tx.us

Applications packets are available:

In Person: City of Saginaw Personnel Office, 333 West Mc Leroy Blvd., Saginaw, TX 76179
Online: www.saginawtx.org

HIRING PROCESS

The hiring process for the Animal Services Officer position will consist of the following: Interview, background check including criminal history, 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.**

Equal Opportunity Employment

EMPLOYEE BENEFITS

SALARY:	Salary ranges are designed to be competitive with industries and Municipalities
RETIREMENT:	Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%)
LONGEVITY:	\$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
SERVICE AWARDS:	Service pins awarded for each 5 years of service, a diamond added for Each additional 5 years
VACATION:	40 hours after 6 months, 40 hours after 1 year , Begin earning 6.7 first 8 months and 6.6 last 4 months; from 5-15 years, earn 10 hours per month; 15 years, earn 13.4 hours first 4 months, and 13.3 hours last eight months; 20 plus years, earn 16.7 first 8 months and 16.6 last 4 months
SICK LEAVE:	80 hours annually, 40 hours after 6 months, remaining 40 hours accrue 6.7 hours for two months, 6.6 hours for four months.
HOLIDAYS:	New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day 2 Floating Holiday
INSURANCE:	Medical and Dental (Employee portion paid by City, dependent coverage Optional and City will pay maximum of \$365.00)
LIFE INSURANCE	Standard Life – Death 50,000 Accidental Death 100,000 (Paid by City)
OTHER:	Direct deposit Disability Plan after 1 year of employment AFLAC (Optional) AXA Deferred Compensation Plan (Optional)

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: Animal Services Officer
Department: Inspection
Full 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. Performs related work as required.

Essential Job Functions:

Patrols in animal control truck in search of stray, loose, and unlicensed animals. Must have ability to work closely with all types of animals. Must have skills in catching and restraining animals. Must not be intimidated by animals. Attend to sick, injured, dangerous, and dead animals in a safe and humane manner. Responds to complaints and calls for assistance regarding stray, loose, unlicensed, sick and injured animals. Impounds animals as required. Disposes of dead animals. Investigates reports of animal bites. Maintains animal shelter in a clean condition. Provides food and water for animals. Assists veterinarians in caring for or destroying animals. Destroys animals as necessary. Deals with the public in the field and at the animal shelter. Releases animals from the shelter in accordance with prescribed procedures. Purchases supplies, food and equipment as needed. Performs simple maintenance on equipment operated. Keeps records pertaining to animal control. Prepares reports on activities and submits to supervisor. Issues citations for violations of animal control ordinances and laws. Must be able to work in an out-of-door environment subject to extreme temperatures, inclement weather, and intermittent exposure to dust, fumes, and loud noise. Subject to long periods of sitting and driving patrol vehicles. Must be willing to maintain shelter and feed animals on weekends. Must be able to lift supplies or animals weighing up to 100 pounds. Must be able to respond to emergency calls within thirty minutes or less. Must be able to serve "on call" after hours.

Other Job Functions:

Assists other departments as needed.

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

High School Diploma or General Equivalency Diploma
Animal Control "Basic" Certification required
Euthanasia Certification from state within 6 months of date of employment
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. Must be able to work with and communicate with the public in a professional and courteous manner. Ability to present a positive public image. Develop and maintain working relationships with co-workers, agencies and organizations. 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.