



## CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

### DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

### INTERNAL/EXTERNAL JOB POSTING

#### NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

DEPT. RANGE	DIVISION	JOB TITLE	PAYGRADE SALARY
1 Public Safety	Police - Civilian	Poundkeeper- (Part time 19 hours per week)	U01 - \$235.35 (Wk)

**Schedule: 19 Hours/wk --- Monday thru Wednesday 8:00 a.m. – 12:00 Noon  
Saturday 8:00 A.M. – 3:00 P.M.**

**A copy of the following is required upon application:**

- High School Diploma or GED
- Valid Driver's License

**Requirements:**

- Previous experience working with animals
- Ability to work with animals in a humane manner
- Interest in aiding the public and caring for animals

Candidates must meet minimum qualifications as stated in job description

To apply: Go to [www.pawtucketri.com](http://www.pawtucketri.com) and complete a City of Pawtucket Employment application.  
E-mail completed application and HS Diploma/GED to [HR@pawtucketri.com](mailto:HR@pawtucketri.com) .

**Internal applicants- October 15, 2018-October 24, 2018  
External applicants- October 15, 2018- until filled**

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the Americans with Disabilities Act.



# CITY OF PAWTUCKET

## Job Description

**Job Title:** POUNDKEEPER  
**Department:** ANIMAL CONTROL/POLICE  
**Reports To:** Shelter Administrator  
**Prepared By:** AG/sr  
**Prepared Date:** JULY 2000  
**Approved By:** GLK (Chief George L. Kelley, III)  
**Approved Date:** 8/16/01  
**Revised By:** PK/las  
**Revised Date:** 9/12/16

### **SUMMARY**

Works under the general supervision of the Shelter Administrator, and maintains the animal pound. Occasionally may be called upon to handle minor complaints in the field.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

Feeding and watering the animals

Cleaning, disinfecting and otherwise maintaining the animal pound in a clean and orderly manner

Answering phone calls from the public pertaining to impounded animals or complaints

Handling clerical duties and maintaining proper records

Transporting animals

Trapping wild animals

Ensuring public access to the pound

Performing related duties as required by the Shelter Administrator or Chief of Police

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); previous experience working with animals, and the ability to work with animals in a humane manner. Must have interest in aiding the public and caring for animals.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, as well as interpreting the General Laws regarding animal cruelty. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization and deal effectively with the general public.

## **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to arrive at decisions based on careful analysis of all factors

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Drivers' License

## **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.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to sit; use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.

## **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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

This is a part-time pound keeper position with varied hours as assigned.