



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

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 - \$225.12 (Wk)

**Schedule: 19 Hours/wk --- Tuesday and Wednesday 12:00- 3:00 PM;
Saturday 8:00 A.M. – 3:00 P.M.
Sunday 8:00 – 2:00 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

Job Specifications are posted in the Personnel Division for your review
Candidates must meet minimum qualifications as stated in job description

**Internal applicants- January 11, 2017- January 20, 2017
External applicants- January 11, 2017- until filled**

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

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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.