

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: **Animal Control Technician**

JOB STATUS: **Full-time**

Pay Range: **\$27,872.00 - \$48,422.40**

ANTICIPATED START DATE: Following successful completion of background check and drug screen

SYNOPSIS: This position assists the Animal Control Supervisor with the humane care of animals involving adoption, counseling, public education, animal health care, and euthanasia. This position requires manual and specialized work responsible for the proper sanitation and operation of animal holding areas consistent with the Animal Control Facility Guidelines. Technician will be involved in maintaining the facility, supplies and equipment. This position requires the exercise of judgment in public contact. Incumbent works under the general supervision of the Animal Control Supervisor.

QUALIFICATIONS:

- Must be at least 18 years of age and a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Certified Euthanasia Tech desired, but not required.
- Must possess computer skills necessary to perform the essential functions of the position, preferably with knowledge of *Microsoft Windows*® systems and applications.
- Must have general working knowledge of related office equipment.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to work non-standard hours, weekends, and overtime as required.
- Must be willing to work inside and outside in adverse weather conditions including hot and cold temperatures, wetness, snow, and slippery floors.

ESSENTIAL JOB FUNCTIONS:

- Performs health checks and temperament testing
- Assist with the adoption, selection, and counseling process.
- Assist with crematorium use and operations.
- Assists with administering medications.
- Feeds, water, and cares for animals.
- Cleans and keeps facility in a sanitary condition.
- Requires regular and prompt attendance plus the ability to work well with others and as a team.
- Assist citizens with turn-ins, microchip scans, and escorts with lost and found; aid with rescue organization.
- Assist with public awareness campaigns, pet photos, events, and schools.
- Requires the physical ability to perform the essential functions of the job.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the laws, ordinances, policies, and procedures involved in functions of all animal care.
- Knowledge of facility hygiene, euthanasia, and disposal.
- Knowledge of animal handling, health checks, temperament testing, and adoption.
- Knowledge of personnel supervision laws, rules, regulations, policies, and procedures, and processes.
- Knowledge of animal feeding and care procedures.

- Ability to meet the public and discuss problems and complaints tactfully, courteously, and effectively.
- Ability to accept lines of authority; promote harmony; and cooperate with other staff and officials.
- Ability to establish and maintain effective working relationships with elected officials, the local business community, and the public.
- Ability to express ideas clearly and concisely, orally, and in writing.
- Ability to work with fine workers, inmates, and volunteers.
- Ability to maintain accurate records and prepare clear and concise reports.

BENEFITS AVAILABLE FOR FULL-TIME POSITION

- BCBS Health/Dental (single coverage paid by City)
- EMC Life Insurance (paid by City)
- Retirement through RSA (with a City match)
- Vision Plan
- AFLAC
- Sick leave (accrued when paid bi-weekly)
- Vacation (after completing 1-year probation)
- Direct Deposit
- 13 Paid Holidays

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
 - A current City of Pell City employment application
 - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.
4. Applicant may be required to submit employment verifications from current and prior employers before a job offer is made.
5. Application forms may be downloaded at our website: www.Pell-City.com or City Hall and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: PC_HR@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.