

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> AF135 Animal Control Maintenance Worker
<b>POSITION #/TITLE:</b> 2748, 2749 Animal Control Maintenance Worker	<b>Adopted:</b> 06-14
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Police/Animal Control	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> AFS/AFSCME	<b>Salary Grade:</b> 14
<b>Reports To Position #/Job Code #/JC Title:</b> 2575/NB458/Animal Control Program Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> N/A
<b>Personal Protective Equipment:</b> Eye, Face, Hand	

<b>General Statement of Duties</b>
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Responsible for providing maintenance services, including cleaning, construction and repair of animal shelter buildings and runs; caring for animals and assisting with the control and disposal of animals.

<b>Distinguishing Features of the Class</b>
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Work is performed according to established standards and procedures, with some discretion in work method and schedule.

<b>Examples of Essential Work (Illustrative Only)</b>
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Cleans, repairs, and disinfects kennel and animal shelter runs;  
 Feeds and waters animals;  
 Cleans and performs minor repairs to animal shelter buildings;  
 Constructs new kennels and animal shelter areas and/or remodels existing units as required;  
 Performs grounds maintenance, including mowing and shoveling snow;  
 Answers questions from citizens inquiring about their pets or seeking to adopt a pet;  
 Assists in capturing animals; serves as relief control officer on an as-needed basis;  
 Assists in destruction and disposal of animals;  
 Delivers animals to veterinarian for shots;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Knowledge of laws and regulations of the State of Iowa and the City and County that are applicable to an animal control program;  
 Knowledge of animal identification;  
 Fundamental knowledge of basic animal physical well-being;

Skill in handling all types of animals under sometimes adverse conditions;  
Skill in interpersonal relations as applied to contacts with pet owners and general public;  
Skill in use of guns acquired on the job;  
Ability to work under immediate to general supervision  
Ability to operate the following equipment and tools: cleaning and building maintenance supplies and materials, power and hand tools, light truck or van, two-way radio, guns (rifle, handgun, tranquilizer gun);  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Requires sufficient documented prior experience to establish competency in duties performed and use of required equipment and tools;  
Experience in the care and handling of animals; a minimum of two years veterinary technician experience preferred; and  
Experience in public contact in a complaint-oriented work setting also preferred; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Valid Iowa Driver's License upon appointment.

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to operate equipment and tools;  
Sufficient manual dexterity, which permits the employee to operate equipment and tools;  
Sufficient personal mobility, which permits the employee to operate equipment and tools.