CITY OF HARDIN VACANCY ANNOUNCEMENT

Seasonal Employee
Parks - Animal Control

PRIMARY OBJECTIVE OF POSITION:
Under supervision, performs a variety of unskilled and semi-skilled manual labor tasks in parks, buildings, and other municipal facilities. Performs work in the enforcement of animal control ordinances.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Maintains and repairs physical structures of buildings and maintains grounds by performing the following duties.

Essential Duties and Responsibilities include the following (other duties may be assigned):

Receives written work orders or verbal instructions from supervisor; cuts grass and trims weeds on organization's property; cleans internal areas of buildings, including buffing, dusting, sweeping, and mopping; washes windows; empties trash cans and consolidates trash for weekly pickup; paints interior and exterior walls and trim; repairs parking lot and sidewalks with asphalt, cold patching materials, and concrete; maintains and repairs buildings and plumbing systems; open and close parks as scheduled; assists other departments.

Patrols streets to locate animals at large, promptly captures and impounds any animal found in violation of City ordinances; responds to complaints concerning animal problems, including but not limited to animals running at large, vicious animals, nuisance animals, and unlicensed animals; removes dead, injured or vicious animals from streets and residential premises; coordinate with the City's contract veterinarian to ensure proper maintenance of records, and files for impound animals; logs all incidents concerning animal control, works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance; maintains a variety of logs and records related to enforcement activities; prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court; provides information to persons who request information or assistance in code enforcement related matters; leaves notes for other shifts on matters that could not be handled.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:
High school diploma or GED equivalent or an equivalent combination of education and experience. Valid driver's license.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Entry Level Salary: $13.33 per hour

Application Closing Date: First Review May 14, 2021. Position Open Until Filled.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This position is full – time; 40 hours per week.

APPLICATIONS available:

City of Hardin
406 N Cheyenne
Hardin MT 59034
665-9292

Or http://www.hardinmt.com/Wanted.html

Complete job description available upon request.

EOE and Drug and Alcohol Free workplace. Pre–Employment Drug testing is required. Applicant is Subject to a Background Check.

Job Description

CITY OF HARDIN

POSITION: 2021 Seasonal Employee – Parks - Animal Control

ACCOUNTABLE TO: Public Works Director / Mayor

PRIMARY OBJECTIVE OF POSITION:

Under supervision, performs a variety of unskilled and semi-skilled manual labor tasks in parks, buildings, and other municipal facilities. Performs work in the enforcement of animal control ordinances.

Summary

Maintains and repairs physical structures of buildings and maintains grounds by performing the following duties.

Essential Duties and Responsibilities include the following (other duties may be assigned):

Receives written work orders or verbal instructions from supervisor. Cuts grass and trims weeds on organization's property.

Cleans internal areas of buildings, including buffing, dusting, sweeping, and mopping. Washes windows.

Empties trash cans and consolidates trash for weekly pickup. Paints interior and exterior walls and trim.

Repairs parking lot and sidewalks with asphalt, cold patching materials, and concrete.

Maintains and repairs buildings and plumbing systems.

Open and close parks as scheduled.

Assists other departments.

- Patrols streets to locate animals at large, promptly captures and impounds any animal found in violation of City ordinances.
- Responds to complaints concerning animal problems, including but not limited to animals running at large, vicious animals, nuisance animals, and unlicensed animals.
- Removes dead, injured or vicious animals from streets and residential premises. Coordinate with the City's contract veterinarian to ensure proper maintenance of records, and files for impound animals; logs all incidents concerning animal control.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains a variety of logs and records related to enforcement activities.
- Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.
- Provides information to persons who request information or assistance in code enforcement related matters.
- Leaves notes for other shifts on matters that could not be handled.

PERIPHERAL DUTIES:

- Maintains departmental equipment, supplies and facilities.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

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.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School diploma or GED equivalent: or
- An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Some knowledge of law enforcement principals, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques;
- Some skill in operating the tools and equipment listed below; and
- Some training in animal behavior and control.
- Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public; ability to exercise sound judgment in evaluation situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City’s geography.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with l0's and l00's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

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.

Computer Skills

To perform this job successfully, an individual should have knowledge of Excel Spreadsheet software.

Certificates, Licenses, Registrations

Current driver's license. Must possess a valid Driver's License.

Tools And Equipment Used:

Mower, weed trimmer, vehicle, animal capture equipment, cell phone, first aid equipment, personal computer.

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 frequently required to stand; walk; handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move 50 pounds and up. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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 regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to wet and/or humid conditions and high, precarious places. The noise level in the work environment is usually loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.