



CITY OF SHAFTER
invites applications for the position of:

Animal Control Service Worker

SALARY: \$15.45 - \$18.79 Hourly
\$1,236.00 - \$1,503.00 Biweekly
\$32,136.00 - \$39,078.00 Annually

OPENING DATE: 09/16/22

CLOSING DATE: Continuous

OBJECTIVE:

Under general supervision, responsible for the daily routine maintenance and operation of the Shafter Animal Shelter. Receive, process and care for impounded animals, and perform other duties as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Ensure animals are fed, provided water and maintain clean and safe kennels.
- Provide applicable daily care for all animals.
- Process impounded animals in a safe and careful manner.
- Report any potential health or behavioral problems to the Animal Control Manager.
- Maintain shelter and office facility, ensuring cleanliness and promoting a safe environment.
- Maintain inventory of office, shelter, animal supplies and office equipment; order as necessary.
- Transport animals to veterinary clinics, rescue and adoption events.
- Assist with animal control calls and pick-ups, as necessary.
- Train and monitor shelter volunteers.
- Provide high quality customer service by assisting the public with their inquiries and concerns over the telephone and in person, in a professional and courteous manner.
- Introduce public to animals and assist in the adoption process.
- Prepare for and participate in adoption events and vaccination clinics.
- Update and maintain the shelter social media accounts and website.
- Perform "Safer Dog Tests", write summaries and take photographs or videos.
- Administer first aide treatment to animals.
- Assist with euthanasia and disposal of ill, injured, aged, or unwanted animals.
- Communicate verbally and in written form in a professional manner.
- Maintain accurate files.

MINIMUM REQUIREMENTS:

- High School diploma or GED equivalent.
- One year of experience in a related setting, including the care and training of domesticated animals.
- 18 years or older.
- United States Citizen or legal resident.

- Read and write English; Fluency in Spanish highly desired.
- Valid California Class C Driver license and good driving record.
- Good moral character as determined by a thorough background investigation.
- Proficient in Microsoft Office Suite.
- Ability to:
 - a. Obtain Euthanasia Certification within twelve months of hire.
 - b. Become proficient in RIMS, Shelter PRO, POST portal, and Lexipol.
 - c. Work nights, weekends and holidays.
 - d. Respond to City emergencies upon notification.
 - e. Work in wet conditions.
 - f. Work with infectious animal diseases, animal waste, animal bites, loud environment, allergens and various industrial cleaning and disinfecting chemicals.
 - g. Stand for long periods of time and move frequently.
 - h. Lift or move over 50 pounds without mechanical assistance.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of computers and established software programs.
- Possess good communication skills to effectively convey ideas, both written and oral.
- Possess good judgment, dependability, adaptability and punctuality.
- Possess strong time management skills in order to meet deadlines.
- Maintain interpersonal relationships which encourage openness, candor and trust.
- Ability to effectively read and understand information contained in memos, reports, and bulletins.
- Ability to comprehend and to follow instructions, including verbal and written instructions from supervisor.
- Ability to work in a diverse team environment.

Marginal Position Requirements:

- Possess analytical skills to identify problems and opportunities, review possible alternative courses of actions before selecting one, utilizing information resources available when making decisions.
- Possess strategic problem-solving skills to develop feasible solutions to problems, recommend actions, designed to prevent problems from occurring, and refer problems to upper management when necessary.
- Possess planning and organizing skills to develop long-range plans to solve complex problems or take advantage of opportunities, establish systematic methods of accomplishing goals.
- Possess creative decision-making skills to evaluate or make independent decisions based on experience or knowledge, without supervision.
- Mathematical ability to calculate basic arithmetic problems without the aid of a calculator.

Essential Physical Requirements:

Body Position and Movement:

- Heavy lifting, over 50 lbs. 20% of 8-hour day.
- Moderate lifting, 25-49 lbs. 20% of 8-hour day.
- Light lifting, under 25 lbs. 60% of 8-hour day.
- Moderate carrying, 25-49 lbs. 30% of 8-hour day.
- Moderate carrying, under 25 lbs. 60% of 8-hour day.
- Stand by maintaining entire body in erect posture without change in location.
- Walk by moving entire bod for some distance using heel/toe gait.
- Bend to flex upper-trunk forward (knees extended; standing, knees flexed; sitting).
- Climb to ascend or descend ladders, scaffolding, stairs, poles, inclined surfaces.
- Balance to maintain body equilibrium on narrow or inclined surfaces.
- Reach to position arms with full extension of elbows.

- Turn to rotate upper-trunk to right or left from neutral while sitting or standing,
- Twist to rotate upper-trunk to right or left from neutral while sitting or standing.

Object Manipulation:

- Use the computer for data entry – press keys.
- Operate a telephone for communication purposes – reach, lift with hand, and press keys.
- Use pens and pencils to record data – grasp by thumb and finger.
- Use keys to unlock office and file cabinets – grasp by thumb and finger, and twist with wrist/hand.

Simultaneous Object Manipulation:

- Pull or push a combative large dog, while utilizing a control pole.
- Picking up a large dog, while having it secured to control pole.

Essential Environmental Demands:

- Exposure to excessive noises.
- Exposure to slippery or uneven walking surfaces.
- Working with hands in water, or other substance.
- Working closely with others.
- Working outdoors.
- Working indoors.

Marginal Physical Requirements:

Body Position and Movement:

- Heavy carrying, 50 lbs. or over 10% of 8-hour day.
- Sit to rest weight on buttocks and back of thighs with legs bent at knees.
- Stoop to flex upper-trunk forward at waist and partially flex knees.
- Crouch to flex forward at waist with full flexing of knees.
- Squat by supporting body on feet, knees are bent so that buttocks rest on or near heels.
- Kneel to position body with one or both knees fully flexed and resting on level surface.
- Crawl to move entire body along a surface while flexing hip and knee with arm extension.

Marginal Environmental Demands:

- Working around unprotected heights.
- Working around moving machinery.
- Driving automotive equipment.
- Exposure to marked changes in temperature and humidity.
- Exposure to dust, fumes, smoke, gases, or other irritating articles.
- Exposure to radiant or electrical energy.
- Exposure to solvents, grease or oils.
- Exposure to chemical hazards.

Application Process: Incomplete application packets will be rejected. Application packets must contain the following:

1. City of Shafter Employment Application
2. Resume

Selection Process: The following are steps in the selection process. Candidates must pass each step before proceeding to the next step:

1. Submit complete employment application as listed under Application Process.
2. Oral Interview
3. Name Placed on Eligibility List
4. Conditional Offer
5. Background Investigation

6. Medical Examination
7. Formal Offer
8. Begin Employment
9. 6-month Probationary Period

The City of Shafter is an Equal Employment Opportunity Employer. If you have a disability for which you may need a reasonable accommodation, contact the Human Resources Department at (661) 746-5003 or hr@shafter.com.

All City of Shafter employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109). As Disaster Service Workers, all City employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.shafter.com/employment>

Position #22/14
ANIMAL CONTROL SERVICE WORKER
AT

336 PACIFIC AVE
Shafter, CA 93263
661 746-5003

HR@shafter.com
