



City of Saginaw

333 West McLeroy
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Saginaw, Texas 76179
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www.ci.saginaw.tx.us

**JOB OPPORTUNITY ANNOUNCEMENT
FULL TIME ANIMAL SHELTER TECHNICIAN**

OPEN DATE: March 09, 2023

CLOSING DATE: Open until position filled

BEGINNING SALARY: \$ 36,400 Annually, \$1,400.00 Biweekly, \$17.50 Hourly

MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or naturalization

EDUCATION: High School Diploma or General Equivalency Diploma

DRIVING: Must have a valid Texas Driver's License and a good driving record

CERTIFICATION: None Required

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT A REASONABLE ACCOMODATION.

All applications must be returned with the following:

1. Copy of High School Diploma or GED equivalent
2. Copy of Animal Control Basic Certification
3. Authority for Release of Information Wavier
4. Authorization to Conduct Drug and Alcohol Testing
5. Supplemental Work and Personal History Form
6. DPS Criminal History Form

Failure to comply with this request could disqualify you.

Applications packets are available:

In Person: City of Saginaw Human Resources Office, 333 West Mc Leroy Blvd., Saginaw, TX 76179
Online: www.saginawtx.org
HR Contact #: 817-230-0329

Completed application packets can be email: applications@saginawtx.org

HIRING PROCESS

The hiring process for the Animal Services Officer position will consist of the following: Interview, background check including criminal history, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

NON-TOBACCO USERS PREFERRED
NO SMOKING INSIDE ANY CITY BUILDINGS OR VEHICLES

EMPLOYEE BENEFITS

SALARY:	Salary ranges are designed to be competitive with industries and Municipalities
RETIREMENT:	Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%)
LONGEVITY:	\$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
SERVICE AWARDS:	Service pins awarded for each 5 years of service, a diamond added for Each additional 5 years
VACATION:	40 hours after 6 months, 40 hours after 1 year, Begin earning 6.7 first 8 months and 6.6 last 4 months; from 5-15 years, earn 10 hours per month; 15 years, earn 13.4 hours first 4 months, and 13.3 hours last eight months; 20 plus years, earn 16.7 first 8 months and 16.6 last 4 months
SICK LEAVE:	After six (6) months of employment 40 hours after 6 months, 6.7 hours accrued for the remaining 6 months 1 year – 6.7 hours for the 1 st 8 months of the calendar year 6.6 hours for 4 months of the calendar year. Maximum Sick Accrual Hours = 320 hours
HOLIDAYS:	New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day 2 Floating Holiday
INSURANCE:	Medical and Dental (Employee portion paid by City, dependent coverage Optional and City will pay maximum of \$365.00)
LIFE INSURANCE	Standard Life – Death 50,000 Accidental Death 50,000 (Paid by City)
OTHER:	Direct deposit Disability Plan after 1 year of employment AFLAC (Optional) AXA Deferred Compensation Plan (Optional)

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: Animal Shelter Tech
Department: Inspection
Full Time Position

Effective: 02-01-2018
State Employment Commission Code: 9199
Worker's Compensation Number: 8831

Job Summary:

Work is performed under the supervision of the Animal Services Supervisor. Enforces laws and performs in all areas pertinent to animal control regulations and operates City's animal shelter. Exercises sound judgment within limits prescribed by laws, rules, regulations, and department policies with guidance from supervisor. Work is subject to review through activity reports and periodic observation of operation. *Position requires working a rotating schedule including weekends and holidays.* Performs related work as required.

The intent of this job is to provide a representation summary of the major duties and responsibilities performed in this position. The Animal Shelter Technician may not be required to perform all duties in the description and may be required to perform position-related task and other than those specifically listed in this position.

Essential Job Functions:

Must have good communication skills. Must have ability to work closely with all types of animals and handle animals of various sizes. Must not be intimidated by animals. Impounds animals as required. Maintains and cleans kennel runs, cages and shelter buildings. Provides food, water and care for impounded animals. Releases animals from the shelter in accordance with prescribed procedures. Assists the public in looking for lost or adoptable pets. Assists field officers in unloading, checking in, releasing and relocating animals in the shelter. Keeps records and documents animal dispositions in a computer record keeping system. Must be able to lift supplies or animals weighing up to 50-100 pounds.

Other Job Functions:

Assists other departments as needed.
Regular and consistent attendance for the assigned work hours is essential.
Performs other duties as assigned.

Required Education, Degrees, Certificates, and/or License:

High School Diploma or General Equivalency Diploma. Valid Texas Driver's License.

Experience, Training, Knowledge, and Skills:

Working knowledge of animal control ordinances and laws and regulations, departmental policies and procedures, safety rules and regulations. Skills in the use of radio equipment and related animal control equipment. Skills in the routine operation of a motor vehicle. Ability to meet and deal effectively with the general public, to make decisions and determine logical courses of action, to understand and execute written and oral instructions, to communicate effectively, to react calmly, quickly, and accurately to the situations. Maintain physical standards necessary to do the job.