

City of Lowell
Job Description
Please Post: June 27, 2014
Deadline: July 11, 2014
Police Department
MEO Gr 3 Specialist/Animal Control Officer Assistant

ANTICIPATED VACANCY

Job Title: MEO GR3 Specialist/Animal Control Officer Assistant (2000-80, 2039)
Department: Police Department
Reports To: Superintendent, Deputy Superintendent, Traffic Division Sergeant, other designated personnel.
Union: AFSCME 1705
Salary: \$17.6168 (min) to \$20.3568 (max) per hour

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Enforces the municipal ordinance requiring restraint of dogs;
Kills or causes to be killed any dog or other animal that is injured, maimed, diseased or poses a health threat to the public; Makes and refers complaints against owners of dogs not properly licensed, collared and restrained;
Picks up unleashed and stray dogs and other stray animals that pose a threat to the public;
Collects the bodies of small animals found dead within the municipality and disposes of them;
Assists in handles all matters and complaints pertain i ng to dogs and other animals;
Keeps records of the number of animals killed, restrained, their owners, number of complaints and other information required by law.
Performs related duties as required. Have license to carry firearm. Capable of tranquilizing animals.

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.

Applicant must be dependable, reliable and able to be on call when necessary.

Good driving record.

Ability to follow oral and written instruction. Ability to perform heavy lifting.

Knowledge of the hazards associated with restraining dogs and small animals.

Ability to read, interpret and apply section 137 and 175 of chapter 140 of M.G.L.

Ability to check and verify information. Ability to keep accurate information. Ability to compute fees, charges, etc.

Valid and current driver's license required.

Proof of up-to-date tetanus and rabies shot, and other crucial vaccinations required.

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. Must meet physical requirements for Commercial Drivers as set forth under 49 CFR 391.41; samples are listed below:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. 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 occasionally exposed to high, precarious places and outside weather conditions. The noise level in the work environment is usually moderate.

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, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

DRIVER'S LICENSES

Class B, Hoisting, Hydraulics required.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

Qualified/interested individuals send resume and/or application to the Human Relations Office, Room 19- City Hall, 375 Merrimack St., Lowell, MA 01852 by 4:00PM: Deadline: July 11, 2014 Applicants may also send resume and/or application to fax # 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer