

MAINTENANCE WORKER/DOG WARDEN

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for impounding and disposing of stray, unlicensed, nuisance, dangerous or unleashed dogs. Work is carried out in response to complaints from residents of the municipality, in accordance with the provisions of the New York State Agriculture and Markets Law and the local dog control ordinance. Work also involves performance of a variety of semi-skilled tasks in the maintenance of buildings and grounds. Work is carried out under the general direction of the municipal governing body or an administrative employee. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Captures stray dogs and transports to pound or kennel;
Responds to complaints regarding nuisance or stray dogs;
Picks up and disposes of dead dogs;
Transports injured dogs to animal hospital;
Keeps records of all complaints received and actions taken;
Keeps records of all dogs impounded, sold or destroyed;
Collects impoundment fees as required;
Repairs doors, windows, glass, chairs, tables and other furniture;
Replaces lights, ballasts, switches, plugs, lamps and fixtures;
Repairs water closets, drinking fountains, shower controls and sinks;
Maintains boilers, and makes minor repair to oil burners;
Performs routine building cleaning and maintenance tasks;
Performs both interior and exterior painting;
Mows lawns and cares for flower beds, walks and driveways;
Assists in the removal of snow and ice and the sanding of icy sidewalks;
Services automobiles by washing, refueling and checking the oil;
May feed and care for dogs in custody;
May issue appearance tickets in connection with violations of Article 7 of the New York State Agriculture and Markets Law and any local dog control ordinances;
May be required to compile a list of all persons in the municipality owning or harboring dogs;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of safety practices involved in the handling of dogs; good knowledge in the proper care of dogs; good knowledge of the New York State Agriculture and Markets Law and local ordinances as they pertain to licensing and control of dogs; good knowledge of modern buildings and grounds maintenance

and repair practices; working knowledge of the practices and techniques of one or more of the standard trades; ability to deal with persons in potentially volatile situations; ability to maintain simple records; ability to follow oral and written directions; mechanical aptitude; manual dexterity.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma; or
- b) Six (6) months experience working with animals in the animal control field, as an animal caretaker, as an animal hospital aide and one (1) year of experience in general building construction or maintenance work involving maintenance duties (carpentry, plumbing and electrical);
- c) An equivalent combination of training and experience as described in a) and b) above.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.