

**UNION COUNTY SOLID WASTE
ANIMAL CONTROL TECHNICIAN
POSITION DESCRIPTION**

MAJOR FUNCTIONS:

This position reports directly to the Solid Waste Supervisor. The Animal Control Technician {ACT} is responsible for all Animal Control calls and handles them on case-by-case basis as they come in to the Secretary. At times when the ACT is not handling animal related tasks, they are required to fill in as needed as a General Laborer and to assist in the upkeep and maintenance of the surrounding grounds. Normal working hours are Monday- Friday 7:30am – 4:00pm, but the Animal Control Technician is always on call in the event of an emergency. This includes evenings, weekends, and holidays.

DUTIES AND RESPONSIBILITIES:

The Animal Control Technician is responsible for the pickup, delivery and service of animals and animal traps. They are responsible for the care of impounded animals such as feeding, watering, bathing and medicating the animals. They are also responsible for keeping traps, vehicles and related equipment used in the field in clean, working condition.

KNOWLEDGE, ABILITIES, SKILLS, AND REQUIREMENTS:

This position requires a high school diploma or equivalent and one-year experience working with the public. Applicants must possess and maintain a valid driver's license, the ability to read, write, and to follow oral and written instructions. The ACT must be able to handle or restrain large and sometimes dangerous or aggressive animals using animal control equipment. They handle domestic and wild animals and may sometimes be exposed to high risk/ rabies carriers. The ACT must maintain neat and organized logs concerning each call or complaint, and provides accurate detailed reports as needed. They are responsible for cash receipting of all collected funds from citizens as well as the proper cash deposit logs in accordance with the rules of the County's Director of Finance under the Clerk of Courts.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

Work requires occasional physical exertion and/or muscular strain. Work involves exposure to extreme heat, cold, humidity, rain, wind, noise, strong unpleasant odors, dust, pollen, and possible toxic conditions. Must be able to lift up to 70 lbs. and move 10 to 50 lbs. regularly. This job requires constant standing, walking, bending, reaching and climbing up and down. The ACT may be exposed to high risk/ rabies carriers and must be prepared to handle them accordingly.

COMMUNICATION:

This position requires the ability to speak and/or signal people to convey or exchange information such as receiving instructions, assignments or directions from Supervisor s. The ACT must be able to perform their duties under stress such as when confronted with persons acting under stress, i.e., the general public. They should be able to diffuse tense or unpleasant situations and perform the job at hand.

MINIMUM QUALIFICATIONS:

Must possess high school diploma or GED, have a valid Florida Driver 's License and combination of experience and or t raining which pro vides the required knowledge, skills and abilities for the job. They must pass a pre-employment drug screen and DOC background check. As previously mentioned, the ACT is sometimes called upon to relieve the General Laborers so a CDL license or willingness to obtain one is preferred.

UNION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.