



City of Taylor Job Announcement

Job Title: **Kennel Technician – Part Time (Average 19-20 hours/week)**
Status: **Part Time Position (Required to work weekends & holidays)**
Salary: **\$11.50 / hour**
Open Date: **October 11, 2016** Closing Date: **Until filled**

Description:

Responsible for maintaining animal's safety, health, and sanitary facility for sheltered animals. Provide for the wellbeing of all animals' nutrition, housing and basic medical needs on a daily basis. Customer Service & assistance to the public. Admitting and adopting out animals. Promote good pet ownership to new pet owners. Performs routine clinical procedures and any other related clerical duties as required.

Qualifications:

High school graduate or its equivalent; and any equivalent combination of related experience and training as required; (see full job description for details).

Special Requirements:

Will be required to work Saturday, Sunday and Holidays; mostly daytime schedule, subject to infrequent emergency call outs. Hours on those days are flexible. Average 19-20 hours/week.

Certificates/Licenses Required:

Basic certification from the Texas Department of State Health Services (DSHS) as a Certified Kennel Technician preferred or the ability to obtain certification within the first year of employment and an appropriate Texas Driver License.

To Apply:

A City of Taylor Application is required for this position. For a complete job description and application go to: www.taylortx.gov Please send your application by E-mail: jobs@taylortx.gov or Mail: Human Resources, City of Taylor, 400 Porter St., Taylor, Texas 76574. **Questions:** Phone: 512-352-5993.

About the City of Taylor:

Taylor, Texas is a beautiful city with a large downtown area rich with history and charm. Taylor, incorporated in 1882, boasts a dynamic cultural heritage based upon German, Polish and Czechoslovakian settlers that is still touted through our cuisine and local celebrations. Today, Taylor continues to grow and expand as part of the regional development in the Austin area.

The City of Taylor operates as a Council / Manager form of government under a Home Rule Charter originally adopted in 1914. Under the Charter, the City is governed by a five member Council with four members elected from Districts and the fifth member elected at large. The City Council appoints the City Manager to be the Chief Administrative Officer and oversees an organization of 145 full time employees and an operating budget for Fiscal Year 2016-17 for all funds of \$ 20,393,519. The City is organized into a number of departments including Police, Fire, Development Services, Public Works, Finance, Library and Public Information.

The City of Taylor is an **Equal Opportunity Employer.**



JOB DESCRIPTION

Class No: 526

Job Title: Certified Kennel Technician (P/T)

Pay Group: 15

EEOC Category: Protective Service Worker

Date: July 20, 2015

FLSA Category: Non-Exempt

BRIEF DESCRIPTION OF THE JOB: Responsible for maintaining a safe and sanitary facility for animals and people and providing humane handling and care for all shelter animals. Assures all animals' nutrition, housing and basic medical needs are met on a daily basis. Assists the public when admitting and adopting animals and promotes responsible pet ownership in conversations with customers. Performs routine clinical procedures and any other related duties as required.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Animal Control Supervisor

Directs: This is a non-supervisory position.

Other: Contact with other city employees, local veterinarians, Texas Department of Health Inspectors, city and county law enforcement officers, and the general public.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Maintains animal holding facility, vehicle, and equipment in accordance with state regulations. Bring animals to and from the kennel during check-in and check-out times. Clean up after animals both inside the facility and outside, as well as clean animal runs and cages as needed.	30%	Light to medium	A,C,D,E,F,G,H, I,J,K,M,N,P,Q,R S,T,V.
Feed, walk, exercise, and bathe animals as needed in our care. Administer medications as indicated by owners and veterinarian.	10%	Light to Medium	A,B,C,D,E,F,G,H, I,J,K,M,N,P,Q,R, S,T,U
Clean and sanitize inside kennels, remove towels, toys and	10%	Light	B,Q,R,U

bowls, Feed and water. Wash bedding and all bowls			
Maintain the clinic as a whole by performing tasks including, but not limited to, sweeping/mopping floors, wiping counters, taking out trash, cleaning bathrooms, and checking equipment and maintaining of supplies.	10%	Medium to Heavy	C,D,E,F,G,H,I,J,K, M,N,P,Q,T,T,V
Laundry – folded and put away Sinks in laundry room wiped down; Washer/Dryer wiped down	10%	Light to Medium	D,E,F,H,I,J,K,M,N, P Q,R,T,V
Assist other staff members and perform animal adoptions, helping restrain an animals as well as helping educate clients with their pets, etc.	10%	Light	A,C,D,E,F,G,H,J,Q ,R,T,T.V.
Clean Cat room and cages changing cat litter as required.	10%	Light to medium	A,C,D,E,G,H,J,Q,R ,S,T,U
Maintains up-to-date records and files on animals collected and all other computer related, clerical duties as required	5%	Light	A,B,C,D,E,G,H,J,Q ,R,S,T, U
Performs such other related duties as may be assigned.	5%	Light	All

PHYSICAL DEMANDS:

1. Overall Strength Demand

Sedentary Light to Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

C A. Standing F G. Reaching O L. Crawling C Q. Vision
O B. Sitting O H. Handling F M. Bending C R. Hearing
C C. Walking O I. Fine Dexterity F N. Twisting F S. Talking
F D. Lifting O J. Kneeling O O. Climbing F T. Foot Controls
O E. Carrying O K. Crouching O P. Balancing O U. Other
O F. Pushing/Pulling

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	Kennel maintenance, dealing with public
SITTING	Report writing, dealing with public.
LIFTING/CARRYING	Equipment, live and dead animals, food, water
HANDLING	Animals and their care
PUSHING/PULLING	Kennel, vehicle and equipment maintenance. Handling animals.
REACHING/HANDLING	Lifting cages, animal foods.
FINE DESTERTITY	Ability to handle small animals.
KNEELING/CROUCHING	Moving and walking and picking up of animals.
CRAWLING	In tight, cramp spaces to rescue, trap or capture animals.
BENDING/TWISTING	Ability to bend and twist in the capture of animals
CLIMBING/BALANCING	Ability scale walls, fences and other obstacles.
VISION	Ability to distinguish colors.
HEARING/TALKING	Ability to hear and determine direction of sound.

FOOT CONTROLS	Ability to maintain balance.
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NON-PHYSICAL DEMANDS:

- | | |
|---|--|
| <u>F</u> time pressures | <u>F</u> noisy/distracting environment |
| <u>O</u> emergency situations | <u>R</u> tedious exacting work situation |
| <u>O</u> irregular schedule/overtime | <u>F</u> working closely with others as part of a team |
| <u>R</u> danger/physical abuse | <u>C</u> performing multiple tasks simultaneously |
| <u>O</u> frequent change of tasks | <u>R</u> other (describe below) |
| <u>F</u> varying periods of idle time interspersed with emergencies requiring intense concentration | |

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

SPECIAL REQUIREMENTS:

Will be required to work a schedule of 19-20 hours/week, mostly daytime schedule to include weekends and holidays, infrequent emergency call outs to the shelter.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

KNOWLEDGE AND ABILITIES:

Knowledge of: the laws and regulations governing the licensing, quarantine, and impounding of animals; diseases communicable from pets to humans; kennel management; and euthanasia procedures.

Skill: Ability to: establish and maintain effective working relationships; communicate effectively, both verbally and in writing; and maintain appropriate necessary certifications, Texas driver’s license applicable to job responsibilities, and good driving record. Work days and or weekends and be able to respond to emergency after-hour call outs at shelter when required.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate, or its equivalent is required.
Computer skills, previous shelter duties experience is preferred but not required.

CERTIFICATES/LICENSES REQUIRED:

Basic certification from the Texas Department of State Health Services (DSHS) as a Certified Kennel Technician preferred or the ability to obtain Certification within first year of employment and appropriate Texas driver’s license.

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

_____ Printed Name

_____ Signature

_____ Dat



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT
An Equal Opportunity/Affirmative Action Employer
400 Porter Street, Taylor, Texas 76574****
 Phone: (512)352-5993
 www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

FOR OFFICE USE ONLY	
Received _____	Ltr sent _____
Refs chkd _____	Bkgd ck _____
Interview _____	Hired _____

 (LAST NAME) (FIRST NAME) (INITIAL)

 (STREET ADDRESS, RFD, P.O. BOX)

 (CITY) (STATE) (ZIP CODE)

Phone Numbers:(____) _____ Social Security Number _____

Email Address: _____ Position(s) Applied for _____

Date you would be available to start work? _____

Check type of work you are seeking: Regular Temporary Part time Full time

Have you ever filed an application with the City of Taylor before? Yes No If yes, when? _____

Have you ever been employed here before? Yes No If yes, when? _____

Are you related to any person employed by the City of Taylor? Yes No
 If yes, list name and relationship: _____

Minimum Salary Requesting \$ _____ per _____

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? **Yes** **No**

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

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Summary of job duties	Reason for leaving	

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? **Yes** **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

Yes **No** If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver's License? **Yes** **No** License # _____

Type of license: Class C CDL Other _____

If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an "at-will" employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: _____

Date: _____



CITY OF TAYLOR
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An Equal Opportunity/Affirmative Action Employer
400 Porter Street, Taylor, Texas 76574
 Phone: (512)352-5993
 www.taylortx.gov

EEOC STATISTICAL DATA FORM

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

***PLEASE NOTE:** The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.*

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- Male
- Female

AGE (in years)

- Under 40
- 40 and above

RACIAL/ETHNIC GROUP

- Caucasian (Not of Hispanic Origin)
- Black (Not of Hispanic Origin)
- Hispanic Origin
- Asian or Pacific Islander
- American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- Posted Job Announcement in: _____
- Texas Employment Commission
- Current Employee
- Friend
- Newspaper(Name) _____
- Just walked in
- Other (specify) _____

DISABILITY

Do you have a disability? Yes No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



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Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)

Date

Applicant's signature

Social Security Number

Address

Phone



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NEPOTISM CERTIFICATION

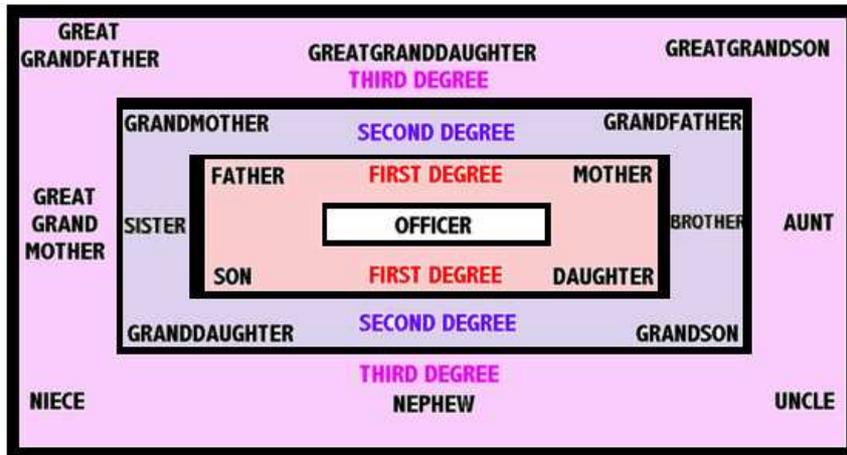
Applicant's Name _____

Position(s) Applying For: _____

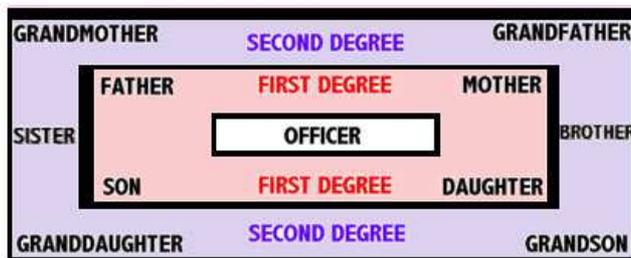
No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? Yes No If yes, please explain

Nepotism Charts



CONSAUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature _____

Date _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

CITY OF TAYLOR

Agency Name (Please print)

KIM PETERSON

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	