



# CITY OF BRIDGEPORT, CONNECTICUT

---

The City of Bridgeport, CT is now accepting submissions for the position of

## Assistant Animal Control Officer

**Salary and Benefits:** \$41,051.00 - \$48,348.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

**To Apply:** Please mail, deliver or email a cover letter, resume, copies of all relevant certifications and three (3) professional references (name & contact only) to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Deadline to apply is Thursday, November 8, 2018** (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

### *Municipal Profile*

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

### **GENERAL STATEMENT OF DUTIES**

This is work involving the operation of the Animal Shelter. Employees in this class perform duties in the collection and care of animals and in the maintenance of the Animal Shelter. Employees follow and maintain working knowledge of laws and regulations of the State, County, and City; expected to exercise independent judgment gained through experience in the performance of these duties.

### **ILLUSTRATIVE DUTIES:**

- Prepares necessary reports as dictated by state laws.
- Prepares necessary forms and reports required in the operation of the department.
- Picks up and transports injured dogs and cats; assists veterinarian in treating them.
- Captures both domestic and wild animals, using equipment and methods appropriate for animal abatement and control; may require chasing, climbing fences and crawling under houses.
- Administers medication prescribed by the veterinarian and assists him or her when needed.
- Picks up and arranges for cremation of dogs and cats killed within the City.
- Patrols within the City for State and local dog law violations.
- Conducts door to door licensing survey.
- Issues summonses for infractions of dog law violations. May appear in court as arresting officer.
- Picks up and impounds roaming dogs. Investigates complaints and quarantines dogs responsible for biting.

- Evaluates animals at the Shelter for possible veterinary care.
- Investigates complaints of cruelty to animals as reported.
- Works with the public in handling and adjusting complaints about dogs.
- Handles redemption and adoption of dogs; collects and records money.
- Removes trapped animals from trees, waterways, automobiles and buildings, etc.
- Provides assistance in office operations or in kennels, as needed.
- Performs related work as required.

### **AS TO SPECIAL KNOWLEDGE, ABILITY, AND SKILL:**

Knowledge of the care and handling of animals; sufficient strength and physical ability to handle animals; ability to handle emergency situations; ability to meet the public with tact and courtesy; ability to prepare reports; knowledge of compliance with safety practices. Must report to work during inclement weather; subject to call back during emergency situations (i.e. disasters, severe storms, below minimum staffing, etc.).

### **MINIMUM QUALIFICATION REQUIREMENTS:**

- Graduation from high school.
- Ability to read and write.
- Minimum of one year's experience working with dogs or will enroll in animal control classes.
- Applicants must have demonstrated concern for animal welfare as evidenced by paid or volunteer work on their behalf.
- Ability to prepare reports.
- Knowledge of and compliance with safety practices; animal protection laws/chain of custody; conducting an investigation; identification of dog/cat breeds (for lost and found); dog and cat capture and restraint, first aid for animals; rabies; safety in capture and confrontation.
- Animal control certifications preferred, but not required.

### **LICENSES AND CERTIFICATIONS**

Valid Connecticut Driver's License – This job requires daily driving.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift weights up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals or airborne particles.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
CIVIL SERVICE COMMISSION OFFICE  
45 LYON TERRACE, ROOM# 106  
BRIDGEPORT, CT 06604

