

JOB POSTING

Part-time Animal Control Officer / Cemetery Worker

Hourly wage \$9.00 - \$10.00 per hour DOQ

REQUIREMENTS:

Valid Iowa Drivers License
CDL w/Air Endorsement
Experienced in grounds maintenance
Must be available in case of an emergency

Job Description available on request
Must pass a post offer drug screen and physical

If interested please fill out an application in the City Clerk's Office –
116 West Adams. Position open until filled.

CITY OF CRESTON
EOE

Mike Taylor, City Administrator
January 16, 2013

Position Description
Cemetery Worker/Animal Control Officer /Part Time

Job Title: Cemetery Worker/Animal Control Officer

Reports To: Bruce Hodge, Cemetery Director.

Supervises Directly: None

Supervises Through Subordinates: None

Purpose for the Position: To perform any combination of the following duties to maintain and repair property of the City, using a variety of machines, tools, and equipment.

Essential Responsibilities:

1. Receive written work orders or verbal instructions from the administrator.
2. Cuts grass and trims weeds at Cemetery or other City property or parks, using lawn mower and weed trimmer.
3. Digs flower beds and plants flowers; using gardening tools.
4. Cleans buildings, washes windows, empties trashcans, using brooms, cleaning supplies, and floor buffer.
5. Paints interior and exterior walls and trim, using paint and painting tools.
6. Operates backhoe to open graves or dig trenches for water or sewer pipes.
7. Drives truck and loads fallen tree limbs and roadside trash on to truck, and delivers the refuse to the landfill.
8. Repair streets and sidewalks with asphalt, cold patching materials, and concrete, using shovel, hand roller, trowel, level, and long-handled tamp.
9. Operates snow removal equipment to maintain streets, sidewalks, and driveway.
10. Maintains and repairs municipal buildings, plumbing, and electrical systems, including replacing worn or defective parts, such as switches and fuses.
11. Repairs or replaces building brick, stone, and concrete.
12. Maintains and repairs wood parts of buildings, using carpenter tools.
13. Replaces worn or damaged parts, such as hoses, wiring, and belts in machines.
14. Snares animals with net, rope, or other device.
15. Cages or secures animal in truck.
16. Drives truck to animal shelter.
17. Removes animal from truck to shelter cage or other enclosure.
18. Supplies food, water, and personal care to detained animals.
19. Investigates complaints of animal bit cases.
20. Destroys rabid animals as directed.
21. May examine captured animals for injuries and delivers injured animals to veterinarian for medical treatment.
22. May maintain files of number of animals impounded and disposition of each.
23. May enforce regulations concerning treatment of domestic animals.

Skills and Abilities:

Use hands to lift, carry, or pull objects that may be heavy. Understand simple instructions. Work outdoors in all kinds of weather. Learn simple procedures and techniques. Perform routine work or the same task over and over again. Perform tasks which require physical strength and endurance. Follow instructions exactly. Adjust to performing the same kind of work all day or performing a variety of different tasks on the same day, depending on daily business needs.

Physical Demands:

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or in excess of 50 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or in excess of 20 pounds of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects.

Environmental Conditions:

Outside: No effective protection from weather. A job is considered "outside" if the worker spends approximately 75 percent or more of the time "outside".

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning Development: Apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.

Mathematical Development: Add and subtract two-digit numbers. Multiply and divide by 10's and 100's by 2,3,4,5. Perform the four basic arithmetic operations with coins and as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; or ounce or pound.

Language Development: Reading: Passive vocabulary of 5,000-6,000 words. Read at rate of 190-215 words per minute. Read instructions, rules, etc., looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation.

Writing: Write sentences, using cursive style, proper pronunciation and employing adjectives and adverbs.

Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.

Relationship to Data, People, and Things:

Data: Comparing: Judging the readily observable, functional, structural or Compositional characteristics (whether similar to or divergent from obvious Standards) of data, people, or things.

People: Serving: Attending to the needs, requests or the expressed or Implicit wishes of people. Immediate response is involved.

Things: Driving-Operating: Starting, stopping, and controlling the actions of machines or equipment for which a course must be steered, or which must be guided, in order to fabricate, process, and/or move things or people. Involves such activities as observing gages and dials; estimating distances and determining speed and direction of other objects; turning cranks and wheels; pushing or pulling gear lifts or levers. Includes such machines as cranes, conveyor systems, tractors, furnace charging machines, paving machines and hoisting machines. Excludes manually powered machines, such as handtrucks and dollies, and power-assisted machines such as electric wheelbarrows and handtrucks.

Specific Vocational Preparation:

Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs.

Over 30 days up to and including 3 months.

To do this job, you must have the following licenses or certifications before being hired:

Commercial Driver's License

To do this job, you must have the following amount of total education and/or experience:

High School diploma or G.E.D. or an equivalent level of education and experience.