



TRUMBULL COUNTY

HUMAN RESOURCES DEPARTMENT

COMMISSIONERS

**MAURO CANTALAMESSA
NIKI FRENCHKO
DENNY MALLOY**

160 HIGH STREET, N.W.

WARREN, OHIO 44481

TELEPHONE: (330) 675-2460, (330) 675-2589; FAX: (330) 675-6646; TTY: (800) 750-0750

E-MAIL: HR@CO.TRUMBULL.OH.US

JOB POSTING

DEPARTMENT: Dog Kennel

POSITION: Deputy Dog Warden

PAY RANGE: 4

APPOINTING AUTHORITY: Board of Commissioners

IMMEDIATE SUPERVISOR: Michelle Goss

WORK LOCATION: 7501 Anderson Avenue
Warren, Ohio 44484

HOURS OF WORK: Monday through Friday
8:30 a.m. to 4:30 p.m.

JOB DUTIES: See Attached Job Description

POSTING PERIOD: March 17 through March 27, 2023

Current members of AFSCME, Local 2493, wishing to bid on this position are requested to submit their qualifications to the Human Resources Department.

3/17/23

Job Description
JOB TITLE: Deputy Warden

PAY GRADE: 4

DEPARTMENT: Dog Kennel

EMPLOYEE NAME: _____

DIVISION:

SUPERVISOR:

SUMMARY: Under general supervision, captures and impounds unlicensed, stray, and uncontrolled dogs by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other related duties may be assigned. May supervise department personnel as required.

80% May perform any or all of the following duties, which include those of the Pound Keeper Position.

Snare dog with net, rope or device. Cages or secures dog in truck. Drives truck. Remove dog from truck and place in kennel cages and provide medical attention as needed. Administer deworming and other medications in accordance with office policy. Supplies food, water, and personal care to detained dogs. Must kennel stray dogs for 3 business days.

Investigates complaints of dog bite cases. Kennel dogs who have bitten for 10 days. Euthanize rabid dogs as directed.

Enforce all Ohio State Laws affecting the safety of the people of Trumbull County from the threat of Dogs running at large. Issue a warning or citation to dog owners who allow their dogs to run at large. Issue a warning or citation to dog owners with expired or no dog licenses.

Unclaimed dogs must be evaluated for adoptability. Examine all dogs entering the dog kennel for injuries, sickness, fleas, lice, worms & communicable diseases. Determine appropriate care and caging for each dog. Delivers injured dogs to veterinarian for medical treatment. Dogs can be euthanized if it is determined to be unadoptable. Humane procedures must be followed. Cleans, disinfects & sterilizes runs, pound area daily and trucks as needed.

Maintain record of dogs impounded and disposition of each. Maintain a record of each call out complaint. Impounds, redeems and adopts dogs. Sell dog Licenses and answer public inquiries. Collects fees for License tags, issues receipts, balances cash drawer and deposits funds. Advises new owners of pet examination & neuterization services. Assist prospective owners in selection of dogs for adoption. Preparation of adoption forms. Insert microchip and see that deworming, vaccinations and other medications are given and are current on Poundkeepers record.

Is on call 24 hours a day when assigned by Chief Dog Warden.

10% Prepares and maintains records, reports and other documentation (dogs impounded, redeemed, destroyed, etc). In the absence of Clerical Specialist, performs duties including: answering phone, determining owners of stray or lost dogs, dispatching phone complaints, uses computer terminal. Use computer and newspaper to locate owners of lost dogs. As needed, receives complaints, responds to calls, issues citations & warnings.

10% Keep the facility & fences secure from people and dogs. Feeds and cares for dogs, administer deworming &/or other medications as needed. Cleans and maintains vehicles and equipment. Orders all food for dogs and work materials, create and complete purchase orders. Repairs holding quarters and maintains all equipment. Keep cages and fences sturdy and secure to contain all size and strength of dog. Performs preventative maintenance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have 6 months related dog kenneling or handling experience. Must have a valid driver's license.

ABILITIES:

LANGUAGE SKILLS: Have the ability to read & comprehend simple instructions, short correspondence, memos & instructions on labels. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees for the organization in an informative and polite manner.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply & divide in all units of measure, using whole numbers, common fractions and decimals. Ability to count money and be responsible to put it in the safe. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES: Must be able to type and use a computer. Must be able to operate a phone and cell phone which is to be kept on person at all times, unless designated to another employee. Must have a general knowledge of the Ohio Revised Code relating to dog custody, licensing, quarantine and disposal – 955.01-955.99 regulations. Will be deputized as soon as possible. Must be able to get certified in Euthanasia, by attending an accredited seminar and pass the test. Have the knowledge of how to feed, how much to feed and what to feed dogs.

PHYSICAL DEMANDS: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms and talk or hear. Required to use hands to finger, handle, or feel objects, tools or controls and climb or balance. Occasionally required to sit and stoop, kneel, crouch or crawl. The employee must frequently lift &/or move up to 100lbs (dogs and dog food). Close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EDUCATION &/OR EXPERIENCE: High School diploma or General education degree (GED); six (6) months related experience &/or training; or equivalent combination of education and experience.

WORK ENVIRONMENT: The 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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, operates a vehicle, in outside weather conditions and is occasionally exposed to wet and /or humid conditions, extreme cold, and extreme heat.