



CITY OF BRIDGEPORT, CONNECTICUT

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

ASSISTANT ANIMAL CONTROL OFFICER

Salary and Benefits: \$43,563.00 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(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

To Apply: Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to COB.Jobs@bridgeportct.gov.

Position is open until filled. (Any/all changes to this opening 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





CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Non-Competitive/Seasonal Employment Application

Position Applied for		Date	
----------------------	--	------	--

APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>		
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

DISCLAIMER AND SIGNATURE

Signature		Date	
-----------	--	------	--

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.