

**Tax Identification No. 81-6001255**

**Employer: City of Dillon, Montana**

**Job Title: Park Maintenance Leader/Animal Control Officer**

**Yearly Wage: \$28,000 + Depending on Experience**

**Location: Dillon, Montana**

**City of Dillon Position Opening  
Park Maintenance Leader/Animal Control Officer  
Position Description  
City of Dillon**

**Park Maintenance Leader**

**General Purpose**

This employee performs a variety of technical and semi-skilled maintenance tasks in the maintenance and operation of buildings, grounds, parks, open spaces, sprinkler systems, and recreation structures.

**Supervision**

This employee works under the general supervision of the Director of Operations.

**Supervision Exercised**

This employee will supervise part time or temporary staff as assigned.

**Essential Duties and Responsibilities**

- a) Supervises and performs the maintenance of all City parks.
- b) Keeps all City parks at professional level including mowing, weed eating, and irrigation.
- c) Operates a variety of power and control equipment as assigned.
- d) Insures the proper maintenance and complete maintenance records of all park equipment, tools and vehicles.
- e) Orders all supplies and materials needed for the operation and maintenance of the city parks.
- f) Oversees the safety of all assigned staff.
- g) Oversees the operation of the Splash Pad
- h) Any other duties as assigned.

## **Required Education and/or Experience**

This employee is required to have the following minimum qualifications:

- a) Valid Montana Drivers License.
- b) Graduate of an accredited high school or GED equivalent.
- c) Ability to work independently to complete the daily activities as assigned.
- d) Considerable knowledge and skill in the operation of the following listed tools and equipment: pickup truck, mowers, trimmers, common hand and power tools, mechanic tools and mobile radios.
- e) Preference will be given to applicants that have been honorably discharged from a military branch of the United States Government. A DD214 could be required for the preference.

## **Desired Education and/or Experience**

CPR certification desired with additional AED training.

## **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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to stand and talk and hear. The employee is also required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

## **Emergency and other duties**

If, in the operation of the City, an emergency situation exists all employees and officers will be required to work at resolving the emergency. In addition there might be projects from time to time that will require all of the employees' cooperation and assistance to accomplish the project.

## **Conclusion**

The duties listed above are intended only as illustrations of the various types of work they may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Formal application, rating of education and experience, oral interview and reference check, and job related tests may be required.

# **Animal Control Officer**

## **General Purpose**

This employee is responsible for enforcing the animal ordinances of the city, providing timely and quality rescue and confinement of stray, exotic and quarantine animals in the community; providing services that address the public health and safety issues involved with stray and abandoned animals on the cities' streets; responding to animal service requests from various law enforcement agencies, training and educating the community on animal care and licensing ordinances.

## **Supervision**

This employee works under the general supervision of the Director of Operations.

## **Supervision Exercised**

This employee will supervise part time or temporary staff as assigned.

## **Essential Duties and Responsibilities**

- a) Answers citizen complaints regarding animal problems.
- b) Enforces the provisions of the city's animal ordinance.
- c) Issues citations to owners of animal running at large.
- d) Perform data entry to maintain and update computerized records.
- e) Impounds animals found running at large and transfer these animals to the city pound or appropriate veterinary facilities.
- f) Cares for and feeds the animals confined in the city pound.
- g) Cleans the facilities of the city pound.
- h) Any other duties as assigned.

## **Required Education and/or Experience**

This employee is required to have the following minimum qualifications:

- a) Valid Montana Drivers License.
- b) Graduate of an accredited high school or GED equivalent.
- c) Must possess a thorough understanding and dedication of the philosophies of animal welfare.
- d) Ability to work independently to complete the daily activities as assigned.
- e) Ability to accurately complete intake records and document activities.
- f) Considerable knowledge and skill in the operation of the following listed tools and equipment: pickup truck, catch poles, live animal traps, animal cages, mowers, trimmers, common hand and power tools, mechanic tools and mobile radios.
- g) Preference will be given to applicants that have been honorably discharged from a military branch of the United States Government. A DD214 could be required for the preference.

## **Desired Education and/or Experience**

CPR certification desired with additional AED training.

## **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.

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**Open Date:** April 29th, 2021

**Closing Date:** May 7<sup>th</sup>, 2021 at 5:00 P.M.

**Work Schedule:** 40 hours/week

**Benefits:** Medical, retirement plan, paid vacation and sick leave

**Application Process:** Submit cover letter, resume, and City Application to City of Dillon Office.

**The City of Dillon is an equal opportunity employer.**