



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876-2796

## HUMAN RESOURCES DEPARTMENT

Teresa Belanger  
Human Resources Director

(978) 640-4488  
FAX (978) 640-4302

# JOB POSTING

POSITION AVAILABLE: Animal Control Officer/Town Buildings and Properties Laborer (Parks and Recreation)

QUALIFICATIONS: Must have a high school diploma. Must demonstrate knowledge of domestic, farm and wild animals as well as care for their health and safety. Must have knowledge of basic methods and techniques of general construction and repairs and maintenance related to Town buildings, properties, parks and fields.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY RANGE: \$41,927 – 52,346

BENEFITS: Paid sick leave, vacation; contributory health, dental and life insurance.

POSTING DATES: From: July 30, 2015  
To: August 7, 2015

TYPE OF POSTING: Open

Applications may be obtained from the Town of Tewksbury website at [www.tewksbury-ma.gov](http://www.tewksbury-ma.gov) or at the Human Resources office at the temporary Town Hall located at 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

**Position Purpose:**

Provides overseeing the control, care of, and/or destruction of dogs and/or other small animals, accepting and handling related complaints according to State and/or Town By-Laws as well as building maintenance duties providing maintenance and repair for the town buildings and properties and helps maintain parks and fields. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that 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.)*

- Responds to all animal calls and is responsible for the care of loose/lost dogs and transportation to the animal hospital, and the pickup and destruction/disposal of dead animals.
- Cleans rooms, furniture, washrooms, and toilets; polishes floors and metal work; vacuums rugs; washes woodwork and windows; cleans floors; cleans tables and sinks.
- Collects and disposes of trash and recyclable materials at town indoor and outdoor facilities.
- Performs minor carpentry duties. Paints and fabricates; repairs door knobs.
- Performs minor repairs to furniture, buildings, and equipment. Maintains equipment and buildings.
- Restocks the bathroom with supplies.
- Replaces lights.
- Cleans and maintains outside areas such as parks, playgrounds, walkways, flowerbeds, entrances and parking areas.
- Responsible for snow removal on walk ways, entrances parking lots and if needed roadways.
- Maintains inventory of paper goods and cleaning supplies; picks up supplies as needed.
- Runs errands as needed such as getting keys made or handling mail
- Works with contractors and vendors as necessary.
- Responsible for assisting in park maintenance by mowing fields and painting field lines.
- Responsible for maintaining and updating town announcements on the signboard.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School diploma or equivalent preferred; custodial/maintenance/animal experience desirable; or any equivalent combination of education and experience. Possession of a valid motor vehicle operator's license.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of domestic, farm and wild animals as well as care for their health and safety. Knowledge of animal quarantine laws and of the MA animal health laws and regulations. General knowledge of cleaning materials, methods, and equipment. Basic knowledge of trades including plumbing, electrical, carpentry, etc. helpful.

*Ability:* Ability of independent judgment, initiative and decision-making. Ability to communicate effectively. Ability to work with and around animals. Ability to operate standard office equipment, power tools and other equipment used to clean and maintain the building and outside spaces. Ability to follow

instructions and labels on cleaning supplies and equipment. Ability to follow all applicable safety regulations and town procedures. Ability to operate a motor vehicle.

*Skill:* Basic mechanical skills. Basic computer skills; interpersonal and problem-solving skills.

**Physical Requirements:**

*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.*

Constant moderate physical effort is generally required in performing functions. The majority of the shift is spent standing and/or walking. Required to reach, bend, stoop, crawl, crouch, and climb a ladder when cleaning and performing maintenance duties. Frequently required to lift, move, and/or push furniture and equipment, which may weigh up to 50 pounds. Tasks require the ability to operate power tools, and cleaning equipment. Must be able to detect odors.

**Supervision:**

*Supervision Scope:* Performs animal control functions and routine custodial and building maintenance functions under direction of the supervisor with independent judgment and initiative required as to methods or procedures.

*Supervision Received:* Work is performed under the direction of the Town Manager.

*Supervision Given:* None.

**Job Environment:**

- Work is performed under frequently unpleasant conditions with exposure to dust, dirt, cleaning chemical fumes, and outdoor weather conditions. Occasionally may be required to work outside of normal business hours.
- Operates buffers, hand and power tools, and other custodial equipment; standard office equipment. May be required to wear protective clothing and mask.
- Employee has frequent contact with the general public, contractors, and Town departments. Contacts are in person, by telephone, and by email and involve discussing very routine information
- Errors could result in damage to buildings and equipment, injury to self and others, and create hazards to public safety.

*(This 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.)*