



City of Saginaw

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[www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

**JOB OPPORTUNITY ANNOUNCEMENT  
PART TIME ANIMAL SHELTER TECH  
EXPERIENCE PREFERRED, NOT REQUIRED**

DATE: August 18, 2021 CLOSING DATE: Open until filled  
SALARY: \$10.00 per hour (Effective 10/01/21 - \$12.00 per hour)  
SCHEDULE: Hours vary

**MINIMUM REQUIREMENTS:**

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.  
EDUCATION: High School or Equivalent  
DRIVING: Must have a valid Texas Driver's License and a good driving record  
CERTIFICATION: None

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMMODATION

**Application packets are available:**

In Person: City of Saginaw Human Resource Office, 333 W. McLeroy Blvd., Saginaw, TX 76179  
Online: [www.saginawtx.org](http://www.saginawtx.org)

**ANIMAL SHELTER TECH HIRING PROCESS**

The hiring process for City of Saginaw Animal Shelter Tech will consist of the following: Interview, background check, criminal history and driving record review and physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

**NON-TOBACCO USERS PREFERRED  
NO SMOKING INSIDE OF ANY CITY BUILDINGS OR VEHICLES**

**Equal Opportunity Employment**

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U. S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**CITY OF SAGINAW  
JOB DESCRIPTION**

Job Title: **Animal Shelter Tech**  
Department: Animal Services  
PT Time Position

Effective: 02-01-2018  
State Employment Commission Code: 9199  
Worker's Compensation Number: 8831

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**Job Summary:**

Work is performed under the supervision of the Director of Community and Economic Development. Enforces laws and performs in all areas pertinent to animal control regulations and operates City's animal shelter. Exercises sound judgment within limits prescribed by laws, rules, regulations, and department policies with guidance from supervisor. Work is subject to review through activity reports and periodic observation of operation. Position requires working a rotating schedule including weekends and holidays. Performs related work as required.

**Essential Job Functions:**

Must have good communication skills. Must have ability to work closely with all types of animals and handle animals of various sizes. Must not be intimidated by animals. Impounds animals as required. Maintains and cleans kennel runs, cages and shelter buildings. Provides food, water and care for impounded animals. Releases animals from the shelter in accordance with prescribed procedures. Assists the public in looking for lost or adoptable pets. Assists field officers in unloading, checking in, releasing and relocating animals in the shelter. Keeps records and documents animal dispositions in a computer record keeping system. Must be able to lift supplies or animals weighing up to 50-100 pounds.

**Other Job Functions:**

Assists other departments as needed.

**Required Education, Degrees, Certificates, and/or License:**

High School Diploma or General Equivalency Diploma. Valid Texas Driver's License.

**Experience, Training, Knowledge, and Skills:**

Working knowledge of animal control ordinances and laws and regulations, departmental policies and procedures, safety rules and regulations. Skills in the use of radio equipment and related animal control equipment. Skills in the routine operation of a motor vehicle. Ability to meet and deal effectively with the general public, to make decisions and determine logical courses of action, to understand and execute written and oral instructions, to communicate effectively, to react calmly, quickly, and accurately to the situations. Maintain physical standards necessary to do the job.