

## **City of Monticello**

<b>Job Title:</b>	<b>Animal Control / Shop Mechanic / Backup Driver</b>
<b>Department:</b>	<b>Street</b>
<b>Reports To:</b>	<b>Street Supervisor</b>
<b>Salary Range:</b>	<b>\$14.50-\$16.50</b>

**Essential Duties and Responsibilities:** Performs various jobs in the street department as directed by the Street Superintendent or Assistant Superintendent/Forman. The following list is not to be construed as exclusive or all-inclusive. Management may delegate other responsibilities.

**The duties of the laborer include but are not limited to:**

- Responding to calls or complaints about nuisance, at large, or neglected animals.
- Inspecting or removing animals from public or private property.
- Issuing citations and completing incident reports.
- Interacting with community members in person, and by phone, email, or mail.
- Street repairs which include asphalt patching, tree trimming, installation of signs and sign posts.
- Traffic control during repairs which include "flagging" traffic.
- Mowing and weed eating of streets and right of way.
- Assisting with regular maintenance and repairs of equipment.
- Any other duties assigned by Supervisor.

**Supervisory Responsibilities:** None.

**Minimum Training, Experience, and Qualifications Required to Perform Job Functions:**

- A valid Florida Driver License.
- High School Diploma or Equivalency Diploma.
- Ability to use common hand tools, and small equipment in the street department.
- Ability to establish and maintain harmonious working relations with the public and also with other city personnel.