

MOTOR EQUIPMENT OPERATOR/DOG CONTROL OFFICER

(Towns)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs a dual function as Motor Equipment Operator and Dog Control Officer. The Motor Equipment Operator performs duties in connection with the safe and efficient operation of various construction vehicles, snowplows, sanders and other public works maintenance equipment. The incumbent is required to perform recurring manual duties related to operation of the equipment and other duties as assigned when not operating equipment. The Dog Control Officer is responsible for enforcing local ordinances and provisions of the New York State Agriculture and Market Law regarding the control of dogs and the care of seized dogs. When performing the duties of the Motor Equipment Operator the work is performed under the general supervision of the Deputy Highway Superintendent or a higher level employee. When performing the duties of the Dog Control Officer the work is performed under the direction of the municipal board in accordance with established procedure, with leeway provided for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Motor Equipment Operator:

Operates motor equipment such as: double axle dump trucks (may have snow removal equipment attached), tractors (may have rotary mower attached), high pressure street flusher, tilt trailer and other types of motor equipment used in the construction and maintenance of streets, highways and other public works projects;

Performs routine motor equipment maintenance such as checking automotive fluids, tires, lights, etc. on assigned equipment;

Performs manual road patching; sets guard rails and posts; cuts/trims trees, bushes and weeds; flags traffic in connection with street and highway maintenance;

Performs a variety of manual tasks assigned within department when not engaged in equipment operation;

May, on assignment, operate other types of automotive equipment;

Dog Control Officer:

Investigates complaints from the general public about dogs;

Institutes court actions for violation of laws regarding the control of dogs;

Patrols streets in a dog control van in search of stray dogs;

Seizes and transports stray and/or unlicensed dogs;

Locates and notifies owners of seized dogs;

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Issues warnings and summonses to the owners of dogs for violations;
Maintains records of seized dogs until their disposition;
Prepares reports for the town board;
May be required to respond to calls after hours;
May appear in court as a representative of the town.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Agriculture and Market Law and local ordinances relating to the licensing, seizing, impounding and the keeping of dogs;
Good knowledge of the characteristics and habits of dogs;
Good knowledge of the local geography;
Good knowledge of the safe and efficient operation of assigned construction vehicles, snow removal equipment and other public works maintenance equipment;
Ability to understand and follow oral and written instructions;
Ability to maintain records;
Ability to be firm yet courteous in dealing with the public;
Willingness to perform work with risk of injury from dogs;
Willingness to respond to emergencies and perform overtime work;
Willingness to work in adverse weather conditions;
Good judgment;
Tact;
Mechanical aptitude;
Dependability.

MINIMUM QUALIFICATIONS: One year of experience in the operation of road maintenance equipment.

SPECIAL REQUIREMENT AT TIME OF APPOINTEMENT: Possession of the appropriate level Commercial Driver's License (CDL).