



Animal Control Officer

Animal Control

PD/14

JOB SUMMARY

This position is responsible for the enforcement of animal control ordinances and for the impounding and care of animals.

MAJOR DUTIES

- Patrols city to enforce animal control ordinances; issues warnings and citations to owners for violations; picks up and transports animals; assists sick and injured domestic and wild animals.
- Investigates cases involving animal cruelty, abuse, or neglect; investigates animal nuisance cases; collects and submits evidence; takes appropriate action; prepares required reports; testifies in court.
- Snares and transports animals; medicates animals for the purpose of immobilization; cages or secures animals in vehicle; supplies food, water and care to detained animals; notifies owners of impounded animals.
- Participates in the operations of the animal shelter; cares for and feeds animals; purchases supplies and equipment necessary for shelter operations; assists in cleaning and maintaining facilities and grounds.
- Maintains all required training, certificates and licenses.
- Inspects and maintains the cleanliness of animal control vehicles; washes and cleans cage areas to prevent the spread of odor and disease; schedules and transports shelter fleet vehicles for maintenance and repair.
- Responds to after-hours emergencies.
- Answers telephone and greets visitors; provides information and assistance; researches and resolves problems.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city animal control ordinances and state animal control laws.
- Knowledge of the principles and practices of animal shelter operation.

- Knowledge of city streets.
- Skill in the use of computers and job-related software programs.
- Skill in the provision of customer services.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Animal Control Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include animal control ordinances and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Interacting with potentially dangerous animals contributes to the complexity of the position.
- The purpose of this position is to enforce animal control ordinances and provide care for animals in the animal shelter. Successful performance contributes to the enforcement of city ordinances and to the effective housing and adoption of animals.

CONTACTS

- Contacts are typically with co-workers, other city employees, pet owners, veterinarians, representatives of animal rescue groups, vendors, volunteers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed in a vehicle, while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, walking, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, and potentially dangerous animals. The employee uses protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.