

POSITION DESCRIPTION

JOB TITLE: Animal Control Officer
DEPARTMENT: Police
SALARY RANGE: Payroll – Level 3
IMMEDIATE SUPERVISOR: Police Chief

ESSENTIAL FUNCTIONS

- I. Patrol and Capture Related Activities % of Time
- A. Patrols route assuring that high risk and other areas of the City are covered by animal control.
 - B. Looks for violations and receives dispatches regarding violations, priorities the calls, and responds by capturing and removing animals or writing tickets, assuring for public safety, public health, citizens and self.
 - C. When violation is detected, provides an appropriate and timely response assuring for safety for animal, citizen, and self.
 - D. Completes reports and other paperwork for documenting lost/fount pets, each animal handled, bite cases, and other relevant activities assuring for accuracy and timeliness.
 - E. Keeps statistics, work logs, and other required data on animal control efforts assuring for compliance with state, local, an other agency’s regulations.
 - F. Returns phone calls and generally communicates with citizens, agencies, and others assuring for professionalism.
 - G. Maintains dog pound in compliance with State requirements. Cleans, feeds, and waters animals,
 - H. Transports injured animals to vet as needed.
- II. Dead Animal and Nuisance Removal Activities % of Time
- A. Finds remains or is advised of remains of dead animals and completes the disposal assuring for sanitation, for safety, and for compliance with state regulations.
 - B. Completes all required documentation assuring for accuracy and timeliness.

- C. Photographs all nuisances. Notifies owners and maintains all required documentation.
- D. Writes summons and makes court appearance as needed assuring for professionalism.

III. Educational Activities % of Time

- A. Provides information to complainants and owners of animals in violation and to other citizens regarding laws, rules and problem solving. Provides suggestions to deal with animal control situations assuring for the best PR for the City.

IV. Vehicle Maintenance Activities % of Time

- A. Receives reports of vehicles needing repairs. Determines the type of repair needed.
- B. Makes repairs as needed. Makes appointments for outside repairs as is required. Completes documentation as needed.

This description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above-Average accessibility of all work sites required for the position.
- ◆ Above-Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above-Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above-Average exposure to dust.
- ◆ Above-Average exposure to loud noises.
- ◆ Above-Average exposure to darkness.
- ◆ Above-Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Above-Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above-Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above-Normal physical strength to handle 30 lb. objects, considering frequency.
- ◆ Above-Normal dexterity of hands and fingers.
- ◆ Above-Normal physical balance: ability to maintain balance and physical control.
- ◆ Above-Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed high school or equivalent.
- ◆ Knowledge of vaccinations and first aid.
- ◆ One or more years experience with small animals.
- ◆ Knowledge of different animals and reptile species.

MENTAL EFFORT

- ◆ Above-Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Average complexity of decision-making.
- ◆ Above-Average time pressure of decision making.
- ◆ Above-Average analytical thinking.
- ◆ Above-Average conceptual thinking.

COMMUNICATION

- ◆ Above-Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Above-Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch