

Position Description

Animal Warden

General Statement of Duties:

The City of Bedford Animal Warden is appointed by the City Manager and reports directly to the Chief of Police and/or the Deputy Chief of Police. Animal Wardens are charged with enforcing the Animals and Fowls Chapter (505) of the codified Ordinances of the City of Bedford and Bedford Heights.

Distinguishing Features of the Class:

This position requires a lot of independent action and skills associated with dealing with and handling a variety of species of animals. All calls for service are required to be handled in a safe and professional manner. A calm, compassionate, and confident approach to handling animals is necessary in order to effectively fill this position.

Examples of Work: (Illustrative Only)

- Sets traps for nuisance wildlife.
- Euthanize and properly dispose of nuisance wildlife.
- Receive calls from dispatch and communicate clearly via radio.
- Document, investigate, and follow up on incoming calls and complaints; follow up on verbal and written warnings.
- Answer questions from the public regarding legal requirements, dog control, and effective methods of pet care.
- Issue citations for violations of city ordinances in connection with domestic pets and appear in court as needed to give testimony on cases involving animal control.
- Complete forms and prepares reports of actions taken for purposes of documentation.
- Keep records and process all animal bite reports forwarding copies to county authorities.
- Forward all suspected rabies cases including animal specimens, reports, and findings to the County Health Department.
- Collects fees and maintains registration records for all dangerous/vicious dogs within the city.

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- Maintain all traps and equipment used in performance of their duties. Assure all equipment is replaced when needed.
- Pick up stray animals running at large (mainly dogs) housing these animals in the City Kennel until the owner claims the pet or until it can be transported to the Animal Protective League.
- Educate the public in avoidance of problems with wildlife (bird feeders, trash, open garages).
- Pick up and dispose of dead animals found on the City of Bedford roadways and other areas throughout the city.
- Clean and maintain the City Kennel; report any damage or needed repairs to the Chief and Deputy Chief.
- Operate and maintain the Animal Control Vehicle Unit #1399 for cleanliness. Ensure the vehicle is well-equipped and properly serviced; report needed repairs to the Deputy Chief.
- Performs other related duties as assigned.

Minimum Qualifications for Employment:

High school diploma or the equivalent. Valid Ohio driver's license and good driving record. Animal Care or Law Enforcement background strongly preferred.

Required Knowledge, Skills, and Abilities:

Ability to speak, write, and understand English clearly and effectively. Ability to work well with animals in all situations. Proficient in the use of computers. Ability to relate well to the general public in dealing with animal related problems. The animal warden must also work closely with all members of the police department forming a partnership necessary to fulfill the mission. Have an understanding or the ability to learn animal control ordinances and procedures. The animal warden must learn some basic duties related to the processing of paperwork for court, the county health department, and other agencies related to his field. Ability to keep good documentation and report writing. Ability to work under general supervision. Willingness to work in all weather conditions. Must have regular predictable attendance. Felony convictions are prohibited.