

Employee Job Description

Job Title:	Animal Control Officer		
Department/Group:	Public Works		
Brief			
Level/Salary Range:	DOE	Position Type:	Non-exempt
HR Contact:	City Secretary	Date Posted:	

Brief Description: The purpose of this position is to enforce ordinances and laws regarding animal control. This is accomplished by patrolling within the city limits, responding to complaints, impounding animals, caring for animals in the shelter, investigating dog bites and animal cruelty cases, managing the animal control department and training. Other public works duties as required.
Reports to: Public Works Director

Supervises:

ESSENTIAL FUNCTIONS:

NOTE: THIS INFORMATION IS INTENDED TO BE DESCRIPTIVE OF THE KEY RESPONSIBILITIES OF THE POSITION. THE LIST OF ESSENTIAL FUNCTIONS BELOW DOES NOT IDENTIFY ALL DUTIES PERFORMED BY ANY SINGLE INCUMBENT IN THIS POSITION. ADDITIONALLY, PLEASE BE AWARE OF THE LEGEND BELOW WHEN REFERRING TO THE PHYSICAL DEMANDS OF EACH ESSENTIAL FUNCTION.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. sitting most of the time	Exerting up to 20lbs occasionally; 10 lbs frequently; or negligible amounts constantly; OR requires walking or standing to a degree.	Exerting 20-50 lbs occasionally; 10-25 lbs. frequently; or up to 10 lbs constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly	Exerting over 100lbs. occasionally; 50-100lbs. frequently; or up to 20-50lbs. constantly

#	Code	Essential Functions
1	M	Performs animal control duties by investigating animal bites, testing for rabies in Unclaimed animals and in high-risk animals involved in a bite, sanitizing shelter Cages; maintaining a log of animals in the shelter; insuring owners quarantine animals After a bite; updating shelter contracts for other entities to use the shelter.

2	M	Performs daily duties by patrolling for violations of ordinances; responding to Calls for service; ensures the education of citizens on laws pertaining to animal Control; Cleaning and maintaining the animal control vehicle; disinfecting animal Transport cages; maintaining repairs at the shelter; and painting to prevent rust.		
JOB REQUIREMENTS: There will be other public works responsibilities secondary to animal control, that may include utility services, parks, streets, facility maintenance and community events.				
		Description of Minimum Job Requirements		
Formal Education	Work requires knowledge necessary to understand operational, technical, and office Processes. Level of knowledge equivalent to four years of high school or equivalency.			
Experience	Position prefers three years experience in animal control related field.			
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships On specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.			
Freedom to Act	Receives Administrative Direction. Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. This is typically a management, professional, or executive position.			
Fiscal Responsibility	Has Budgetary/fiscal responsibility.			
Technical Skills	Intermediate: Work requires technical skills appropriate to work environment or the organization.			
Reading	Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, etc. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self study.			
Math	Basic: Ability to perform the four basic arithmetic operations.			
Writing	Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.			
Supervision	This position works under the supervision of the public works director.			
Certification& other Requirements	This position requires a minimum of a Basic animal control officer issued by the Texas department of state health services; a certificate of euthanasia technician issued by the proper agency and recognized by state and federal agencies.			
Overall Physical Strength Demands	Medium (M)			
PHYSICAL DEMANDS:				
C Continuously (2/3 or more of the time)	F Frequently (1/3 to 2/3 of the time)	O Occasionally (up to 1/3 of time)	R Rarely (less than 1 hr. per week)	N Never occurs.
Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.				
-PHYSICAL DEMAND-		-FREQUENCY-		-BRIEF DESCRIPTION-
Standing		F		Observing work site, observing work duties.

Sitting	F	Desk work, Driving
Walking	F	To, From& and Around City
Lifting	F	Supplies, equipment, and animals
Carrying	F	Supplies, equipment, and animals
Pushing/Pulling	F	Supplies, equipment, and animals
Reaching	F	Supplies, equipment, and animals
Handling	O	Paperwork
Fine Dexterity	O	Removing Heads, phone, keyboard
Kneeling	F	Animals, Low Shelves, Children
Crouching	F	AS ABOVE
Crawling	O	Around job site
Bending	F	Picking up animals,equipment,etc.
Twisting	F	AS ABOVE
Climbing	O	Ladders,trees,stools,etc.
Balancing	O	AS ABOVE
Vision	C	Driving, observing
Hearing	C	Communicating with co-workers, public, and on telephone
Talking	C	AS ABOVE
Foot Controls	F	Driving, walking, equipment
Other		

__MACHINES<TOOLS<EQUIPMENT<SOFTWARE<HARDWARE

Patrol Vehicle, handheld scanner, Hand and power tools, telephone, office machines, needles, syringes, guns and associated hardware and software.

__Environmental Factors

HEALTH AND SAFETY FACTORS	Frequency
Mechanical Hazards	F
Chemical Hazards	F
Electrical Hazards	O
Fire Hazards	R
Explosives	O
Communicable Diseases	C
Physical Danger or Abuse	C
Other	

__NON-PHYSICAL DEMANDS

<u>Description of non-physical demands__</u>	Frequency
Time pressure	F
Emergency Situation	F
Frequent Change of task	F
Irregular work schedule/overtime	F
Performing multiple tasks simultaneously	F
Working with others as part of a team	F
Tedious or exacting work	F
Noisy/Distracting Environment	F

PROTECTIVE EQUIPMENT REQUIRED: _____

Catch pole, Nets, pepper spray, asp baton(bite stick), snake tongs, tranquilizer rifle and pistol, raingear, boots, and other equipment as assigned.

__ PRIMARY WORK LOCATION _____

The primary work location for this position is outdoors and in and around the shelter.

____ ENVIRONMENTAL FACTORS _____

D Daily	W Several times per week	M Several times per month	S seasonally	N Never
Respiratory Hazards		W		
Extreme Temperatures		D		
Noise and Vibration		D		
Wetness/Humidity		D		
Physical Hazards		D		

ADDITIONAL NOTES

Additional Notes

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time