



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Senior Animal Control Officer **LAST UPDATED:** 05/25/2016
DEPARTMENT: Development Services **JOB CLASS:**
REPORTS TO: Animal Control Supervisor **FLSA DESIGNATION:** Non-Exempt

Summary: Under general direction of the Animal Control Supervisor or his/her designee, the Senior Animal Control Officer will uphold the ordinances and laws regarding animal violations. Patrols within the City limits or assigned area; responds to complaints, impounds animals, provides assistance to the general public, verifies animal vaccinations, sets traps to capture wild or domestic animals, administers euthanasia drugs; May be responsible for the caring of animals at the shelter and maintaining the animal shelter. Will assist the Animal Control Supervisor in overseeing the daily activities and daily administrative operations of animal control division.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Enforces animal ordinances by receiving and responding to animal complaints, patrolling within City limits for animals roaming at-large, apprehending diseased or injured animals, determining animal ownership, and offering suggestions to animal owners regarding complying with laws and ordinances.
- Enforces State and Federal animal regulations, rabies control and licensing requirements and issues citations or files complaints on violations.
- Assists the Animal Control Supervisor with prioritizing and assigning cases to division personnel.
- Assists Animal Control Supervisor in coordination of employee training plans and serves as the training lead for training current Animal Control Officers.
- Assists supervisor in providing public education regarding animal control ordinances and responsible pet ownership duties.
- Removes wild animals from residences on request by building and maintaining traps, delivering and demonstrating the proper use of traps, setting traps, picking up trapped animals and relocating the animal or administering euthanasia drugs.
- Performs euthanasia on trapped (high risk) wildlife and any critically injured animals in the field; assists the veterinarian in determining the euthanasia process of animals.
- Prepares and forwards specimen to State laboratory for examination.
- Works collaboratively with the Humane Society and other agencies investigating instances of animal cruelty and animal attacks and maintaining records on violations.
- Provides humane treatment to animals while in the Animal Control Officer's custody.
- Coordinates with local veterinarian for animal impoundment, quarantine and arranging rabies clinics as needed.
- Provides assistance to the general public by assisting customers with adoptions and redemptions, sterilization programs, licensing programs, and trap issuance; helping customers complete paperwork; recording animal information in the computer system; and maintaining and replenishing supplies.
- Enters data necessary for tracking complaints, animals, etc. into computer database. Bills veterinarian clinics as needed.
- Insures that licensing requirements for pet shop and animal breeders are met.

- Assists the Animal Control Supervisor in establishing standard operating procedures, setting priorities, and determining resolutions.
- Assists Animal Control Supervisor with various monthly, quarterly and annual reports.
- Assists Animal Control Supervisor with ordinance research work.
- Assists with public information requests.

Other Important Duties:

- Serves as Officer in Charge (OIC) when supervisor is not available.
- Represents City in Municipal Court and County Court regarding violations of City ordinances.
- May be subject to be on-call during non-working hours; with the ability to respond to emergency calls within thirty (30) minutes.
- May be subject to working evenings, weekends and holidays.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of city animal ordinances and State regulations governing animal and disease control.
- Knowledge of common animal diseases and behaviors.
- Skill in establishing and maintaining effective working relationships with work associates and the public.
- Skill in effective negotiating, mediating and resolving customer complaints and concerns.
- Knowledge of departmental mission statement, and core values.
- Ability to comprehend and apply established animal control ordinances, regulations, policies, procedures
- Ability to communicate effectively with co-workers and the general public; ability to maintain records and prepare reports.
- Ability to oversee, organize and review the work of Animal Control Officers.
- Ability to operate a variety of equipment including but not limited to traps and euthanasia equipment such as needles, drugs and tourniquets.
- Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- Ability to follow instructions, safe practices and standard operating procedures in performing assigned.
- Ability to perform a variety of physical skills including but not limited to carrying, seeing, sorting and writing.
- Proficiency in the use of computers.

Preferred Education, Experience, and Certifications:

- High School Diploma or equivalent and three (3) years of experience in the care and handling of animals or other animal related experience or equivalent combination of education and experience.
- Must possess Texas Department of Health Certification as an Animal Control Officer.
- Must be certified as a Euthanasia Technician within four (4) months of employment.
- Must pass a pre-employment drug screen, criminal background check, MVR check and physical agility exam.
- Must possess valid State of Texas Driver's License.

Environmental Factors and Conditions

- Exposure to hazards (vicious, wild, rabid animals, dust mites, etc.).
- Some tasks may require exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes, strong odors, smoke, toxic chemicals, pollen, dust, etc.).
- Some tasks may require exposure to elements that can cause illness (e.g., pathogenic substances, virus, and parasites).

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, and other standard office equipment; 2-way radio, pager; Animal Control vehicle; leashes; catchpole, nets, cages, snake tongs and other trap or containment devices; medical equipment for euthanasia and other standard animal control equipment.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	X
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	X
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

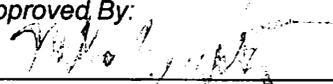
Work Environment

Work performed is primarily:

	<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
	<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
	<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
X	<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
	<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

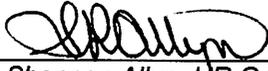
Approved By:



 Mike Zapata, Code Enforcement and Animal Control Manager



 Date



 Shannon Allyn, HR Generalist

05/25/2016

 Date