

JOB TITLE: Animal Control Officer

FLSA DESIGNATION: Non-Exempt

OCCUPATIONAL CATEGORY: Service Workers

OBJECTIVES:

Under general supervision, to maintain city streets free of stray, injured, and dead animals; to maintain and operate the city animal control facility; and to enforce federal, state, and local laws and ordinances concerning animal control.

ORGANIZATIONAL RELATIONSHIPS:

1. **REPORTS TO:** The Captain of Patrol Division
2. **DIRECTS:** Does not supervise any employees
3. **OTHER:** Deals frequently with the general public; police officers; and federal, state, and local officials. Serves as staff representative on the Animal Control Advisory Board

GENERAL STATEMENT OF DUTIES:

Duties of the Animal Control Officer include but are not limited to the following:

- routinely patrolling city streets to pick up stray and dead animals;
- assisting and/or performing euthanasia of animals;
- filing of complaints and issuance of citations for animal control violations;
- cleaning and maintaining the city animal control facility daily;
- interacting with the public on a daily basis;
- overseeing disposition of lost, unwanted, abandoned, or abused animals found within the City;
- responsibility for the safety, health, feeding, and watering of animals housed in the city animal control facility;
- responsibility for the keeping of records on all animals handled by the officer as mandated by city ordinances and/or Texas Department of Health;
- responsibility for the investigation of animal cruelty and bite cases; and
- responsibility for the quarantine of certain animals.

Some evening, weekend and overtime work is required for the position. The Animal Control Officer performs other related duties as may be assigned or required.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The Animal Control Officer must be able to lift and carry up to 100 pounds and to push, pull, or drags up to 150 pounds of equipment and materials. The Animal Control Officer is required to climb, crawl, kneel, squat, stoop, and bend freely in pursuit and care of stray animals and to sit or stand for extended periods of time while

driving. This position requires the employee to have 20/20 vision with or without corrective lenses and must first perceived forced whispered voice at greater or equal to five (5) feet with or without a hearing aid. The job of Animal Control Officer is performed outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather. The job entails some exposure to dust, fumes, and loud noises. Bites, scratches, and other injuries and disease (i.e. rabies) caused by animals are potential job hazards.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND TRAINING:

The Animal Control Officer must have the ability to interact well with the general public; the ability to handle and control animals; knowledge of city ordinances and state laws applicable to animal control; the ability to interact well with co-workers; and knowledge of filing complaints and citations as mandated by City ordinances and/or Texas Department of Health.

EDUCATION, WORK EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED:

1. A High School Degree or GED equivalent.
2. A valid Texas driver's license
3. Basic Animal Control Certification License from the Texas Department of Health within twelve (12) months of employment and Advanced Animal Control Certification from the Texas Department of Health within two (2) years of employment.

Special Note: Protective shots for rabies and tetanus will be required. No one may be considered for this position unless such immunizations can be received.

Failure to obtain a Basic Animal control Certification License from the Texas Department of Health within twelve (12) months of employment and Advanced Animal Control Certification from the Texas Department of Health within two (2) years of employment will result in termination of employment unless an extension for good cause is granted in writing by the division Captain.