

City of Grants

POSITION DESCRIPTION

POSITION TITLE: Animal Control Officer
DEPARTMENT: Animal Care Center Job Grade: II
REPORTS TO: Supervisor SUPERVISES: N/A

Animal Control Officer: Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are not intended to reflect all duties performed within the job.

POSITION SUMMARY: The Animal Control Officer shall work under the general Supervision of the Animal Control Supervisor. This is a highly independent and responsible position. Contributes to the operation of the animal control facility, works daily with the public, canvasses the city to locate animals in violation of animal regulation laws/ordinance, captures and impounds animals, investigates complaints and enforces all animal regulation laws, ordinances, rules and regulations. This position is a safety sensitive position and subject to random drug testing.

PRINCIPLE RESPONSIBILITIES:

The Animal Control Officer must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Patrols or responds to call for service to locate stray or abandoned animals. Involves the capture of biting, vicious, diseased, loose or stray animals. Removal of dead, injured, or unlicensed animals and strays. Transports captured animals to animal control facility and prepares appropriate reports.
- Investigates complaints and animal bite cases. Involves the ability to conduct interviews, record information and prepare information to present to court. Requires clear and concise written and oral communication.
- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; restrains animals for vaccinations, medical treatment and euthanasia.
- Cleaning and maintenance of facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public; also includes the cleanliness and maintenance of vehicles and equipment.
- Compiles and analyzes statistical data; prepares and maintains a variety of monthly and quarterly reports. Involves maintaining logs, records and other documentation of animal care/capture and observation.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the County ACO and volunteers.
- Be helpful, cooperative and courteous, and demonstrate a good attitude in all dealings with the public, co-workers and others.
- Demonstrate initiative and diligence in the prompt and proper completion of all job duties, whether or not listed in this Job Description.
- Safeguard City property and recognize and report needed repair.
- Work safely, follow safety rules and training, and maintain a clean, safe and healthful working environment.
- Ability to be able to work all shifts, including holidays and accept on-call duty status.
- Assists with all City functions and performs other duties as required or necessary.

MINIMUM QUALIFICATIONS:

- High School diploma, GED or equivalent required; must possess or be able to acquire a standard New Mexico driver's license, have and maintain a good driving record. Must be able to read and write in the English language.
- Must be of good moral character and of temperate and industrious habits.
- CPR/First Aid certification within first year of employment.
- Must be ready and willing to work irregular hours and be available for emergency call outs.
- Must pass a drug screen, background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of the principles, practices, methods and procedures related to animal control, including ability to identify animal species and breeds.
- Application of good knowledge of the care and handling of animals.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to train others.
- Ability to learn the City's geography.
- Ability to maintain a professional demeanor.
- Ability to operate all animal control equipment.
- Understand and enforce laws pertaining to criminal activity as related to Animal Control.
- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of investigative techniques.
- Application of good knowledge of City, State, or Federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgement.
- Exercise sound independent judgment within general policy and administrative guidelines.
- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Advanced computer skills and software knowledge.
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

GENERAL CONDITIONS:

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance of this job is subject to extensive vehicular travel in and around the City, and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The operations of the animal shelter can be high stress and very busy at times. This position is scheduled for 5 days a week. The schedule varies and will require weekends or evening hours to complete the job and may include working some holidays or overtime, depending on shelter needs. Candidate must be flexible with schedule changes and short notice overtime requests. This position requires a great deal of standing, walking, sitting, kneeling, crouching and general mobility. It includes lifting, carrying, and pushing of supplies and cleaning of animals' areas. While performing this job, it will regularly be required to use hands to arms to reach, grasp, and hold animals, supplies and other tools; to talk and speak clearly to clients and co-workers; and to hear questions and animals. This position requires the ability to work safely around unruly, sick, injured, or potentially dangerous animals. This position requires working around and with chemical compounds (i.e. bleach, detergents, and disinfectants) used to clean and disinfect kennels, cages, and other surfaces. While working with shelter animals there is a risk of exposure to parasites and infectious diseases. Allergic conditions, which would be aggravated when handling or working with animals or cleaning supplies may be a disqualification. Work can occur in an office setting, animal areas, on the grounds or the facility, and/or off site.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

CITY MANAGER'S SIGNATURE: *the following signature indicates that the City Manager has approved this position description as of the date of signature.*

City Manager

Date

EMPLOYEE'S SIGNATURE: *the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:*

Employee

Date