



**Title: Animal Control Officer**

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position

**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, providing assistance to the general public, caring for animals at the shelter, and investigating animal bites and animal cruelty cases.

**REPORTS TO:**

This position reports to the Police Chief.

**SUPERVISES:**

None

**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. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant 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 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Performs animal control duties by investigating animal bites; registering animals using dog-tags and electronic register-number notifications; testing for rabies in unclaimed animals involved in a bite and in high risk rabies animals; washing shelter animals; sanitizing shelter cages; maintaining a log of animals at the pound; ensuring owners quarantine animals after a bite incident; completing work order records.	50%
2	L	Performs daily duties by patrolling the City 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 containers; maintaining repairs at the animal shelter; and painting to prevent rust as necessary.	50%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	No previous experience required.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
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 Immediate Direction: Within this job, the employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results. These detailed instructions normally allow little room for deviation. The immediate supervisor may, at times, provide close and constant review while work is under way and when the assignment is completed. Typically would see entry-level job involving routine activities at this level.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. 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. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Driver's License; Basic Animal Control Certification, within the 1st year of employment



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium <b>X</b>	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant 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 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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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	O	desk work, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	supplies, equipment
Carrying	R	supplies, equipment
Pushing/Pulling	O	equipment, hose
Reaching	O	for supplies
Handling	R	paperwork
Fine Dexterity	R	computer keyboard, telephone pad
Kneeling	R	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	R	inside attics/pipes/ditches
Bending	F	retrieving items from lower shelves/ground, making repairs
Twisting	O	from computer to telephone, getting inside vehicle
Climbing	R	ladders, step stool
Balancing	R	on ladders, on step stool
Vision	F	driving, observing work site, computer screen
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	F	driving
Other (specified if applicable)		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Patrol vehicle, gas generator, handheld scanner, hand tools, power tools, telephone, copier, fax, calculator, computer, and associated hardware and software.

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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<b>-Health and Safety Factors-</b>	
Mechanical Hazards	R
Chemical Hazards	C
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	C
Physical Danger or Abuse	C
Other (see 1 below)	N

<b>-Environmental Factors-</b>	
Respiratory Hazards	W
Extreme Temperatures	D
Noise and Vibration	S
Wetness/Humidity	D
Physical Hazards	W

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Catchpole, nets, pepper spray, asp baton, snake tongs, traps, cages, tranquilizer pistol and rifle, raingear, all-weather boots

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	N

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	X
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			



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**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: \_\_\_\_\_  
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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.