

JOB DESCRIPTION

JOB TITLE: Animal Control Officer

JOB NO: MT001115

JOB FAMILY: Maintenance/Trades

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a variety of duties involved in enforcing City and state laws governing the care and keep of animals in the City; and to impound, care for, and dispose of animals as appropriate.

SUPERVISION

General supervision is provided by the Animal Control Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Plan routine patrols to search for loose animals; prioritize calls using Animal Control Division guidelines; respond to calls and complaints regarding dead or loose animals.
3. Patrol City streets and roads; search for stray dogs and other domestic animals and livestock.
4. Enforce City Animal Control laws; explain ordinances relating to the care and keep of animals; issue citations for violations of Animal Control ordinances; appear in court on applicable cases.
5. Impound, quarantine, and dispose of animals as appropriate; transport injured animals to a veterinarian to be treated. Euthanize sick, injured or homeless animals as necessary.
6. Investigate reports or complaints of dogs, cats or other animals creating nuisances; take appropriate action; investigate reports of animal abuse, investigate animal bite reports, prepare rabies specimens as necessary.
7. Assist in conducting education programs including making presentations at schools, educating citizens in the neighborhood and responding to questions on the telephone.
8. Assist with the care and maintenance of the shelter and the animals including cleaning the shelter, feeding the animals and preparing the animals for euthanasia.
9. Prepare and maintain a variety of daily records and reports.

OTHER DUTIES AND RESPONSIBILITIES

1. Coordinate with police department or other legal officials as needed; sign affidavits as appropriate.
2. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

No experience required.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Must obtain a certification as a Basic Animal Control Officer through the Texas Department of Health within six months of employment.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Various breeds of dogs, cats, and other domestic animals.

Basic methods of animal collection and impoundment.

Principles and practices of record keeping and recording.

Pertinent federal, state and local laws, codes and regulations related to the care and control of animals.

Skill in:

Assembling and preparing data for report presentations.

Handling, cleaning, storing and discharging firearms.

Ability to:

Enforce animal regulations.

Work on-call.

Work rotating shifts.

Learn, interpret and apply laws and regulations of the City related to animal control.

Perform a variety of animal control activities.

Learn and utilize proper handling and muzzling techniques.

Use and care for firearms.

Meet the requirements to use firearms established by the City of Mesquite Police Department.

Maintain accurate records.

Lift and move weights in excess of 100 pounds including animals, equipment, or supplies.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Operating assigned equipment*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Exposure to dirt, air contaminants, animals, temperature extremes, noise and toxic materials*
- *Push, pull or lift equipment, supplies, and/or animals weighing over 100 lbs.*
- *Bend, twist, climb, crawl, squat, kneel or stoop to perform animal control duties*
- *Stand, walk, or run to perform animal control duties.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

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