

JOB TITLE: Animal Control Supervisor

JOB NO: MT002225

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 supervise, assign, review and participate in the work of staff responsible for providing animal control services within the Animal Control Division; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION

General supervision is provided by the Manager of Health. Responsible for supervision of the Animal Control Officers.

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, prioritize, assign, supervise and review the work of staff responsible for providing animal control services within the Animal Control Division. Provide timely, accurate and thorough Performance Reviews for supervised employees.
3. Oversee and direct the care and control of animals including the impound, quarantine, euthanasia and disposal of animals.
4. Conduct education programs including making presentations on public access television, visiting schools and advertising animal care programs in the newspaper.
5. May assist in performing vector control for mosquitoes.
6. Monitor and maintain records on the number of calls received, code of the call and type of animal picked up; prepare Animal Control statistical reports.
7. Participate in the selection of Animal Control staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
8. Prepare various reports on operations and activities including injury reports, court reports and bite records.
9. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing Animal Control services; implement policies and procedures.
10. Participate in the preparation and administration of the Animal Control budget; submit budget recommendations; monitor expenditures.
11. Respond to and resolve citizen complaints and inquiries.
12. Remain on call 24 hours a day, seven days a week; respond to emergencies; coordinate and assign work as necessary.

OTHER DUTIES AND RESPONSIBILITIES

1. Participate in the care and humane treatment of all animals.
2. Testify in court as necessary.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Two years of increasingly responsible experience in animal control and care.

LICENSES AND CERTIFICATES

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

Certified as an Advanced Animal Control Officer as issued by the Texas Department of Health preferred.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

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

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Operations, services and activities of an animal control program.

Principles of supervision, training and performance evaluation.

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

Methods of animal collection and impoundment.

Rabies control laws and regulations.

Pertinent federal, state, and local laws, codes and regulations.

Skill in:

Assembling and preparing data for report presentations.

Handling, cleaning, storing and discharging firearms.

Ability to:

Work on-call.

Supervise, organize, and review the work of Animal Control personnel.

Select, supervise, train and evaluate staff.

Interpret and explain City animal control policies and procedures.

Use and care for firearms.

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

Maintain accurate records.

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 including City officials and the general public.

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 confining work spaces, dirt, temperature extremes, noise, animals and toxic materials routinely encountered in animal control*
- *Sitting, standing, walking and running to perform animal control duties*
- *Bending, twisting, squatting, crouching, kneeling, balancing and reaching above the shoulder*
- *Lifting animals and other objects weighing over 100 lbs.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: March 2000; June 2002