

CITY OF BLANCHARD, OK ANIMAL CONTROL OFFICER

BARGAINING UNIT: None
DEPARTMENT: Administration
DIVISION: Community Services
REVISION DATE: 5 October 2017

JOB CODE: 2513
GRADE: 14
CLASS CODE: 9651
FLSA: Non-Exempt

JOB SUMMARY:

This position is responsible for the enforcement of animal control ordinances and for the management of the animal shelter.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Responds to animal bite reports; records victim information; transports animal to shelter.
- Responds to wild or stray animal reports; captures and transports animals to shelter.
- Responds to complaints and questions from the general public.
- Assists citizens with setting traps for wild animals; transfers animals from traps to carriers.
- Responds to emergency only after-hours calls.
- Euthanizes animals (after receiving certification).
- Maintains assigned vehicle and equipment.
- Assists Police Department on calls involving animals only.
- Patrols the city, captures stray animals for transport to shelter.
- Investigates reports of animal cruelty; issues citations and removes animals as appropriate.
- Investigates barking dog complaints.
- Assists the public in the adoption of animals.
- Assists pet owners in the location of pets within the shelter.
- Collects shelter donations.
- Cleans and maintains the animal shelter.
- Quarantines animals as necessary.
- Feeds and water animals daily.
- Performs other duties as assigned or required by the city manager or his designee.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two (2) years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Oklahoma for the type of vehicle or equipment operated.

ADDITIONAL INFORMATION: KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of department policies and procedures.
- Knowledge of relevant City, State, and Federal laws, regulations, and policies.
- Knowledge of animal control codes and ordinances.
- Knowledge of the tools and techniques used in the capture and transport of wild and domestic animals.
- Knowledge of animal euthanasia policies, certification, and procedures.
- Skill in the capture and transport of animals.

- Skill in oral and written communications.
- Skill in the assessment of animal health and behavior.

SUPERVISORY CONTROLS:

The City Manager or designee assigns work in terms of general instructions. The City Manager or designee spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES:

Guidelines include state traffic laws, animal control rules and regulations, city codes and ordinances and the City’s Policies, Procedures and Operations Manual. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY:

The work consists of related duties in the enforcement of animal control ordinances. Dealing with dangerous animals and angry citizens contributes to the complexity of the position.

SCOPE AND EFFECT:

The purpose of this position is to enforce animal control ordinances. Success in this position results in enforcement of animal control ordinances.

PERSONAL CONTACTS:

Contacts are with co-workers, other city employees, veterinarians, pet-owners, and members of the general public.

PURPOSE OF CONTACTS:

Contacts are typically to give or exchange information, to motivate persons, to resolve problems, and to provide services.

PHYSICAL DEMANDS:

The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

WORK ENVIRONMENT:

The work is typically performed in an office, animal shelter, or outdoors. The employee is exposed to noise, dust, dirt, grease, contagious or infectious diseases, cold or inclement weather, and potentially dangerous animals. The work requires the use of protective devices such as masks, goggles, gloves and safety tipped boots.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

None.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement: _____
Applicant/Employee Date