

South Jordan City

Job Description

Title:	Animal Control Officer	Effective Date:	1/1/17
Org:	100610	FLSA:	Non-Exempt
Pay Grade:	11	Workers Comp:	Municipal

GENERAL PURPOSE

Patrol and apprehension duties related to the enforcement of local animal control laws and ordinances, as well as those duties related to the operation of a city animal shelter.

SUPERVISOR

Police Lieutenant

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Patrol city; observe for unlicensed dogs and apprehend the same; utilize specialized equipment such as "catch-all poles," tranquilizer guns and serums; pick up strays and deliver to shelter compound; remove dead or injured animals from city streets; investigate animal abuse or cruelty complaints; issue citations for violation of various ordinances; give testimony in court as required.

Assure welfare and care of animals within the shelter, meet established standards during all shelter operations; feed and water animals, use high pressure wash equipment as needed to hose out pens, apply approved cleaning agents as needed to clean kennel, isolation area and cattery, mops floors; disinfect kennel areas in accordance with proper disease control requirements.

Perform as animal control clerk; redeem, impound and adopt animals by collecting and receipting the required fees, including dog license fees; maintain records of the same.

Direct traffic at times of emergency or congestion and performs crossing guard and parade monitoring duties.

Clean and maintain assigned vehicle and other special equipment.

Issue animal licenses; cite owners of loose/unlicensed dogs if known; participate in dog licensing clinics; determine and collect license fees; keep records and files of redemption, sales, licenses, etc.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. One (1) year of experience working with animals;

2. Special Qualifications:

P.O.S.T. Special Function Certified or ability to become certified within one (1) year of employment

NACA and/or Utah Humane Society trained in the use and application of various animal control equipment

Valid Utah Class D Drivers License

Subject to 24-hour "on call" requirements

3. Knowledge, Skills and Abilities:

Working knowledge of accepted animal control practices and procedures related to apprehension, containment, and related functions; animal handling methods; administrative practices. Federal, state and local regulations governing animal control programs; public relations principles, methods, practices and procedures; interpersonal communication methods. Some knowledge of computerized management information system; the political realities and complexities of local government and the interrelationships of various statutory offices.

Ability to operate a personal computer and Microsoft products.

Skill in record keeping and report writing; skill in the use of specialized animal control equipment.

Ability to deal effectively with stress related to public safety employment and animal control; maintain accurate records; be firm and courteous with the public; develop effective working relationships with supervisors, fellow employees and the public; use discretion and good judgment; follow written and verbal instruction; operate a two-way radio; quickly learn the laws, ordinances and regulations governing animal control; work in an environment where exposure to all weather conditions would be expected in the performance of the job; perform moderate amounts of physical labor; communicate effectively, verbally and in writing.

4. Working Conditions:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting, pulling and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Elements of the job pose various degrees of hazard uncertainty common to animal control and animal impoundment. Common eye, hand, finger dexterity required to perform essential functions. Ability to listen and work under stress related situations. Frequent vehicle travel is required.

Subject to weather extremes and seasonal conditions.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	PW Worker
Location:	Animal Control	EEOP Class:	PS Non-Sworn
Group/BU:	General Pay Plan	Tech-Net Match:	1510