

Job Description: ANIMAL SERVICES OFFICER

PAY GROUP: 7

EEOC CATEGORY: Protective

FLSA: Nonexempt

SUMMARY OF POSITION:

Maintains the animal services facility, captures and impounds animals located while on patrol or in response to complaints, disposes of certain animals using humane methods, and maintains appropriate records and reports.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Animal Services Manager.
2. Directs: This is a non-supervisory position.
3. Other: Contact with other city employees, local veterinarians, Texas Department of Health and Human Services inspectors, city and county law enforcement officers, elected officials, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Maintains animal shelter, grounds, vehicle, and equipment, including cleaning and disinfecting cages and yard areas; feeding, watering, and categorizing impounded animals; and providing special attention to quarantined animals;

Drives a vehicle while patrolling for stray, vicious, or injured animals and responds to citizen complaints regarding same;

Removes, impounds, and cares for stray and unwanted animals;

Maintains up-to-date records and files reports on daily activities;

Issues citations, warnings, and responds to complaints and may be called on to testify in municipal court;

Removes dead animals and disposes of them properly;

Euthanizes animals as necessary, using humane methods, after training and/or under close supervision;

Makes presentations to schools and civic groups about animal control;

Responds to emergency calls, such as animal bites and control of poisonous or dangerous animals within 45 minutes;

Ability to work rotating shifts, including weekends and holidays;

Observes all safety rules and procedures; and

Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of: the laws and regulations governing the licensing, quarantine, and impounding of animals.

Knowledge of: euthanasia procedures.

Physical Ability to: lift and maneuver up to 50 pounds (i.e. bags of dog/cat food); do repetitive bending and kneeling; ascend and descend stairs; and perform strenuous work in the outdoors under adverse weather.

Ability to: develop and maintain cooperative relationships with the public and communicate effectively, both orally and in writing; and use a tranquilizer gun; obtain and maintain Basic certification as an Animal Control Officer and Euthanasia Certification (within one year of employment); maintain Texas driver's license applicable to job responsibilities and good driving record; and must be able to lawfully respond to emergencies within 45 minutes.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school education, or its equivalent, and at least six months of experience working with animals.

CERTIFICATES AND LICENSES REQUIRED:

State of Texas Class C driver's license. Basic Animal Control Certification and Euthanasia Certification must be obtained within 120 days of employment.

* for the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations. April 26