

# CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
<b>Position Title:</b> Animal Control Officer	<b>Department :</b> Animal Control	
<b>Reports to:</b> Sr. Animal Control Officer	<b>FLSA Classification :</b> Non-Exempt	
<b>Career Ladder:</b> Sr. Animal Control Officer	<b>Pay Grade:</b>	<b>Approval Date:</b> 08/16/05

**POSITION SUMMARY:**

The fundamental reason this classification exists is to enforces City laws regarding stray, dangerous and nuisance domestic and wild animals; investigates complaints; patrols assigned areas; captures animals; performs other duties related to humane animal protection and control.

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**CLASS CHARACTERISTICS:**

This is the journey-level classification in animal control, responsible for enforcing applicable regulations in a civilian capacity with limited peace officer authorities. This class is distinguished from Animal Control Assistant in that the latter class focuses on care of impounded animals and does not have field enforcement duties

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**ESSENTIAL RESPONSIBILITIES:**

Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild or diseased animals

Conducts initial investigation of complaints regarding animal cruelty; investigates animal bites, arranging for appropriate identification and quarantine

Explains local laws, codes and ordinances relating to the care and control of animals, filing of complaints, and policies of the shelter to the public

Issues citations for violations of applicable regulations; patrols assigned areas operating City vehicles

Captures and confines wild, stray and unlicensed animals for impounding; removes dead animals from public and private properties; transports injured animals

Testifies in court regarding citations and disposition of complaints

Releases impounded animals to owners and processes adoption by new owners

Participates in the care and feeding of animals and in cleaning and maintenance of facilities at the shelter as required

Assists other agencies and City departments in animal control and handling

Maintains records and prepares daily reports

Operates humane traps, mobile radios, and related animal control tools and equipment

Identifies symptoms of common animal diseases and recommends veterinary medical care, isolation or destruction

Immobilizes animals with the use of euthanasia chemicals and equipment and euthanizes animals by injection when necessary

May assist the public at the counter; including answering inquiries from the public, collecting redemption, boarding and license fees; processes paperwork for release or adoption of animals

Must be willing to work weekends, after hours and on-call with a response time of thirty minutes or less

Performs other or related duties as assigned

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#### **MINIMUM QUALIFICATIONS:**

**Knowledge of** – Basic species and breed identification of a variety of domestic and common wild animals; Symptoms and behavior associated with rabies and other common diseases of animals; Behavior and handling of common domestic or wild animals; Methods and equipment used in the care and control of animals; State and local laws and ordinances pertaining to the proper care and control of animals; Safe working practices; Basic math and recordkeeping principles and practices

**Skilled in** – Handling, capturing and controlling animals humanely and effectively under stressful or emergency circumstances; Dealing tactfully, courteously and effectively with the public when providing customer service; Assessing animal behavior and making effective decisions regarding handling, capturing or destroying the animal; Identifying symptoms and behavior associated with rabies and other common domestic animal diseases; Operating City vehicles, radios, and other animal control tools and equipment; Reading maps and following directions; Maintaining accurate records and preparing reports; Following oral and written instructions; Using independent judgment and initiative in accomplishing work assignments; Communicating clearly and concisely, both orally and in writing; Establishing and maintaining effective working relationship with coworkers, volunteers, and the public

**Ability to** - Read, write, speak, and understand the English language at a level necessary for efficient job performance; Learn, understand, interpret, and enforce appropriate animal control codes, laws, and regulations; Identify and report animal control problems encountered in the course of work; Safely care for and physically control domestic and exotic animals and reptiles; Destroy animals; Learn, understand, and comply with departmental policies, rules, and instructions; Establish and maintain effective working relationships with the public and other Animal Control personnel; Maintain routine records and logs; Complete the 832 Penal Code Course and American Red Cross Standard; First Aid Course during the probationary period; Safely operate firearms; Safely operate motor vehicles; Train others performing similar work Perform assigned duties with significant independence; Obtain special police officer status during the time covered by the probationary period, and maintain such status throughout employment in the classification

**Licenses and Certificates** – Possession of or ability to obtain a valid California Driver’s License may be required

**Physical Abilities and Work Environment** – Must be medically fit to work with animals and be able to lift and carry up to 80 pounds; Must be willing to work out-of-doors in all weather conditions; work in exposure to infectious animal diseases, animal wastes, animal bites, allergens, and various industrial cleaning and disinfecting chemicals

**Other** – Must obtain a Certificate of Completion of Euthanasia by Injection, Certificate of Completion of Arrest, Search and Seizure (Penal Code 832), and Certificate of Completion of Basic Humane Officer Training Academy within one year of assignment to this classification. Must be willing to obtain a pre-exposure rabies vaccination, and, when medically required, revaccination shots.; must be able to tolerate the euthanization of animals. Must be willing to work shifts or alternative schedules and 24-hour call. Bilingual fluency in English and Spanish is desirable.

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**EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – Two years of experience in animal care or control or law enforcement. Additional course work or training in animal control, animal behavior, public relations, and/or law enforcement is desirable

**Education** - Possession of a high school diploma or GED

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**ACKNOWLEDGEMENT**

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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Date