

CITY OF RAINBOW CITY

JOB DESCRIPTION

Job Title: Animal Control Officer

Department: Police

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Animal Control Director

Subordinate Staff: None

Internal Contacts: Public Works; Parks and Recreation; Fire Department

External Contacts: General Public; Veterinarians; Humane Society; Alabama Department of Public Health (DPH); Alabama Law Enforcement Agency (ALEA); Alabama Department of Natural Resources; State Animal Control Board; Etowah County Public Health

Job Summary

Under the supervision of the Animal Control Director, the employee enforces the leash ordinance and other related laws, to include picking up and evaluating the health of stray animals, informing, and discussing leash law requirements and penalties. The employee investigates animal control related complaints and complaints concerning animal cruelty. The employee assists the County Health Department and Humane Society with rabies and animal cruelty cases. Employee makes judgement calls onsite, contacts law enforcement for back up, and issues citations. The employee is the technical and service reference point for all animal control functions. The employee performs animal care functions at the City Animal Shelter. Work is performed in accordance with established rules, regulations, and instructions from superior officers, and reviewed upon completion.

This job is considered safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Animal Control. Works with the public to respond appropriately to reports of nuisance animals. Captures, transports, and cares for animals in a safe and humane manner. Follows all laws and ordinances related to animal control. Utilizes specialize tools and equipment.

1. Enforces City animal control ordinances.
2. Receives calls and complaints regarding nuisance animals; responds appropriately.
3. Responds to the public inquiries and investigates complaints.
4. Responds appropriately to protect the public from vicious animals.
5. Assists owners in locating lost pets.
6. Drives to patrol the City for stray animals.
7. Captures stray, nuisance, vicious, and diseased animals.
8. Positions animal traps to ensure highest chance of animal capture.
9. Loads and unloads animals into/out of cages and on and off of truck.
10. Evaluates the health of animals and transports to the animal shelter, veterinarians, and other locations.
11. Informs residents of the animal control ordinances and need for compliance.
12. Assists in solving problems associated with animal control within the City.
13. Assists other public safety officers when animals are involved.
14. Looks for signs of contagious diseases of animals in shelter.
15. Sanitizes and cleans patrol vehicle to prevent spread of diseases; performs basic maintenance on assigned vehicle.
16. Assists County Health Department with rabies cases in the City.
17. Utilizes special equipment and tools associated with animal control activities such as animal restraint equipment, animal traps, catch poles, and small hand tools.
18. Issues citations for violations of animal control ordinances.
19. Maintains a current knowledge and awareness of applicable laws, codes, and ordinances; maintains an awareness of appropriate procedures and advances in the profession.
20. Utilizes safety and protective equipment and gear.
21. Develops and conducts educational programs for grades K through 12.

ESSENTIAL FUNCTION: Animal Control Investigations and Reporting. Investigates animal cruelty reports, animal bites and maintains all reports and records; ensures animals are managed properly.

1. Maintains daily and monthly reports on animals picked up and detained in shelter.
2. Issues letters to leash ordinance violators.
3. Maintains records of the disposition of all animals picked up and detained.
4. Receives and investigates animal cruelty reports.
5. Investigates situations of abused or neglected animals.
6. Intervenes in cases of animal hoarding; determines best course of action.
7. Investigates all reported animal bites and situations for possible rabies infections.
8. Photographs stray animals and posts on social media to find owners.
9. Attends court as required; testifies as called.
10. Seizes abandon animals or animals in case of animal hoarding.
11. Contacts other law enforcement agencies, as necessary.
12. Assists in compiling of complaints, photos, owners, weather reports, etc.
13. Completes all required records and reports
14. Prepares adoption reports and bite reports.
15. Uses computer to enter data and maintain records.
16. Assists in researching and supplying information to revise leash ordinance.

ESSENTIAL FUNCTION: Animal Facility Operations. Fosters the care of animals by feeding, administering treatments and medications, and coordinating veterinarian visits. Performs maintenance to ensure effective and safe operations of the facility.

1. Meets and communicates with the general public.
2. Receives animals into the facility; assists with animal adoptions.
3. Ensures all facility animals receive appropriate and humane care and treatment.
4. Ensures animals and their living spaces are clean and that animals are fed and watered.
5. Recognizes and follows up on basic healthcare and concerns of the animals.
6. Examines each animal for health problems.
7. Schedules animals to be seen by a veterinarian as directed; schedules animals for surgical and treatment procedures.
8. Administers treatments, vaccinations, and medications to animals.
9. Drives to transport animals.
10. Inventories and orders equipment and supplies for Animal Control and Animal Facility.
11. Unloads, organizes and stocks supplies.
12. Answers phones and directs calls.
13. Ensures the facility and equipment are cleaned and sanitized.

14. Assists and trains new employees and volunteers on proper procedures and skills.
15. Addresses and resolves routine problems; refers difficult situations to the Director.
16. Conducts weekly media events to promote animal adoption.
17. Performs temperament testing of animals at the facility.
18. Assists public customers with completing required paperwork and documents for animal adoptions.
19. Accepts payments for adoptions and other donations; secures monies.
20. Conducts public relations activities at social events, schools, and activities for children.
21. Promotes spay and neuter programs; informs public.
22. Maintains daily logs in electronic and hardcopy form.

ESSENTIAL FUNCTION: Euthanasia. Performs euthanasia to ensure safe and humane treatment of the animal (as certified).

1. Identifies animals selected and qualified for euthanasia.
2. Performs all care with dignity, respect, and in accordance with humane laws and guidelines.
3. Accesses controlled medications, measures, and prepares according to specifications, policies, and procedures.
4. Secures control medications and documents amounts utilized.
5. Conducts euthanasia according to established policy and procedures.
6. Disposes of diseased animals according to established methods.
7. Enters information into the log identifying the euthanized animals.
8. Maintains a well-organized and sanitary work environment.

NON-ESSENTIAL FUNCTIONS:

Performs other job-related duties as required or assigned.

Knowledge, Skills, and Abilities

(*Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City locations and police jurisdiction boundaries.
3. *Knowledge of City, state and federal animal control laws, ordinances, and associated court processes.
4. *Knowledge of investigative and security procedures.
5. Knowledge of animal control practices, methods, and procedures.
6. Knowledge of animal control equipment and proper use.
7. Knowledge of animal behavior and animal husbandry.
8. Knowledge of practices of humane treatment of animals.
9. Knowledge of euthanasia procedures and techniques for humane and dignified treatment.

10. Knowledge of safety rules including accident causation and prevention.
11. Communication skills to efficiently communicate orally and in writing with officials, supervisor, and the general public.
12. Reading skills to understand and interpret manuals, directives, written reports and complaints, regulations, ordinances, and other documents.
13. Writing skills to prepare plans, procedures, reports, compose letters and documents, using correct English, grammar, spelling, and punctuation.
14. Math skills to perform basic addition, subtraction, multiplication, and division to calculate proper medicine doses.
15. Listening skills to take complaints, and interview witnesses.
16. Driving skills to safely operate a vehicle under adverse conditions.
17. Interpersonal skills to deal effectively with fellow workers and the public.
18. Skill in working with animals.
19. Skills and strength to operate special tools and equipment.
20. Ability to investigate complaints and make decisions based on information gathered
21. Ability to accurately analyze situations with nuisance animals and animal control, and adopt quick, effective, and reasonable courses of action.
22. Ability to work in stressful and potentially dangerous situations.
23. Ability to capture and restrain nuisance animals.
24. Ability to work independently and without direct supervision.
25. Ability to lift animals and items weighing in excess of 50 pounds.
26. Ability to run; defend self and others from confrontations and animal attacks.
27. Ability to organize and multitask.
28. Ability to use specialized equipment and tools.
29. Ability to read people and animal behavior to stabilize situations.
30. Ability to manage irate, upset, and hostile individuals.
31. Ability to use computers and office productivity software.
32. Ability to use two-way communication devices.
33. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Minimum of one (1) year of previous work experience with animals (dogs and cats), previous work experience in an animal shelter or veterinarian clinic is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to complete Animal Control Officer certification by completing the National Animal Control and Humane Officer (NACHO) training academy modules A and B within twelve (12) months of hire.
5. Ability to obtain and maintain state certification as a Certified Euthanasia Technician (CET), if required, within six (6) months of employment.
6. Ability to be on call 24/7 for animal-related emergencies.

7. Ability to travel overnight to attend meetings and training programs.
8. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working under extreme weather conditions, subject to physical attack, or similar situations where conditions cannot be controlled.

Equal Opportunity Employment Statement

Rainbow City is an equal opportunity/affirmative action employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Rainbow City makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Acknowledgment

I acknowledge that I have received a copy of my job description.

I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name

Signature

Date