

## City of Mission Job Description

Job Title: **Animal Control Officer**

Department: Public Works

Supervisor: Health Director



Classification: **Non-Exempt**

Division: Health

Effective: Sept. 14, 2012

### **I. JOB SUMMARY**

The individual is responsible for capturing and impounding unlicensed stray and uncontrolled animals. Snares animals with net, rope, or other enclosure. Drives truck to shelter. Picks up perished animals from the streets in the community. Removes animals from truck to shelter cage or other enclosure. Supplies food, water, and personal care to detained animals. Responds to complaints of animal bite cases. Responsible for enforcing animal and rabies control and licensing permit regulations. Destroys rabid animals as directed. Examines dog licensed for validity and issues warnings or summonses to delinquent owners. May examine captured animals for injuries and deliver injured animals to veterinarian for medical treatment. Maintain file of number of animals impounded. Prepares a monthly report on number of phone calls, number of citations, number of animals which were picked up. This job has no supervisory responsibilities. Individual will be assigned other duties as needed by the department head/supervisor.

### **II. EDUCATIONAL REQUIREMENTS**

- High school diploma or GED required.
- Must obtain certification within one year of employment as an animal control officer.
- One year experience in animal control is preferred.
- Must be able to communicate proficiently in the Spanish and English language.

### **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Must have a neat and professional appearance.
- Must have a current valid class C driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to perform repetitive work on a continuous basis.
- Ability to produce work to precise tolerances and/or standards.
- Ability to follow a work schedule with a minimum of supervision.
- Ability to follow both written and verbal instructions.



- Ability to speak and write clearly and accurately (to include correct spelling)
- Ability to develop and maintain a good working relationship with the supervisor and co-workers.
- Ability to read and interpret documents such as safety rules and city policy procedures.

**V. ESSENTIAL JOB FUNCTIONS**

- Captures and impounds unlicensed stray and uncontrolled animal as directed.
- Utilizes net, rope or device to capture animals as directed.
- Drives captured animals to shelter as assigned.
- Feeds detained animals at shelter as assigned.
- Picks up perished animals in the community as directed.
- Hands out citations for non-vaccinated animals as directed.
- Enforces animal and rabies control and licensing permit regulations as assigned.
- Prepares a monthly report on number of calls, number of citations, and number of animals which have been picked up.
- Report to supervisor on areas worked as directed.
- Perform all job functions with particular attention to proper safety and city policies and procedures as related to the job position.
- Perform all job functions with special attention to good safety, health, and proper procedures.
- Follow a specific work schedule as directed.
- Must be able to communicate in the Spanish and English language.

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- **None**

**VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Net, Rope, Catch poles, Gloves
- Telephone, Pens, Pencils, Stapler, Clip board
- City vehicle, Trap units
- Rake, Hoe, Wheel, Barrow
- Two way radio, CO2 Rifle
- Policy & procedure handbook



**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

|                                    | None     | Amount of Time |            |          |
|------------------------------------|----------|----------------|------------|----------|
|                                    |          | Under 1/3      | 1/3 to 2/3 | Over 2/3 |
| Wet humid conditions (non-weather) |          |                | <b>X</b>   |          |
| Work near moving mechanical parts  |          | <b>X</b>       |            |          |
| Work in high, precarious places    |          | <b>X</b>       |            |          |
| Fumes or airborne particles        |          | <b>X</b>       |            |          |
| Toxic or caustic chemicals         |          | <b>X</b>       |            |          |
| Outdoor weather conditions         |          |                |            | <b>X</b> |
| Extreme cold (non-weather)         |          | <b>X</b>       |            |          |
| Extreme heat (non-weather)         |          | <b>X</b>       |            |          |
| Risk of electrical shock           |          | <b>X</b>       |            |          |
| Work with explosives               | <b>X</b> |                |            |          |
| Risk of radiation                  |          | <b>X</b>       |            |          |
| Vibration                          |          | <b>X</b>       |            |          |

**IX. MANUAL DEXTERITY**

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is performed to grip a series of files and reposition a key board to different computer station. Fine finger dexterity is required to hand write notes and to input data.



**MATERIAL HANDLING ACTIVITIES**

| <b>Task</b>      | <b>Weights</b> | <b>Frequency</b> | <b>Perfromance</b>                  |
|------------------|----------------|------------------|-------------------------------------|
| <b>LIFTING</b>   | Up to 5 lbs    | <b>C</b>         | Small animals, catch poles, shovels |
|                  | 6-10 lbs       | <b>C</b>         | Traps Co 2 Rifle                    |
|                  | 11-20 lbs      | <b>C</b>         | Medium size animals                 |
|                  | 21-25 lbs      | <b>F</b>         | Medium size animals                 |
|                  | 26-50 lbs      | <b>F</b>         | Large animals                       |
|                  | 51-75 lbs      | <b>O</b>         | Dog traps                           |
|                  | 76-100 lbs     | <b>O</b>         | Large animals and live stock        |
|                  | Over 100 lbs   | <b>O</b>         | Large animals and live stock        |
| <b>CARRYING</b>  | Up to 5 lbs    | <b>C</b>         | Small animals, catch poles, shovels |
|                  | 6-10 lbs       | <b>C</b>         | Traps Co 2 Rifle                    |
|                  | 11-20 lbs      | <b>C</b>         | Medium size animals                 |
|                  | 21-25 lbs      | <b>F</b>         | Medium size animals                 |
|                  | 26-50 lbs      | <b>F</b>         | Large animals                       |
|                  | 51-75 lbs      | <b>O</b>         | Dog traps                           |
|                  | 76-100 lbs     | <b>O</b>         | Large animals                       |
|                  | Over 100 lbs   | <b>O</b>         | Large animals and live stock        |
| <b>PUSH/PULL</b> | Up to 5 lbs    | <b>C</b>         | Small animals                       |
|                  | 6-10 lbs       | <b>C</b>         | Small animals                       |
|                  | 11-20 lbs      | <b>C</b>         | Medium size animals                 |
|                  | 21-25 lbs      | <b>F</b>         | Medium size animals                 |
|                  | 26-50 lbs      | <b>F</b>         | Large animals                       |
|                  | 51-75 lbs      | <b>O</b>         | Large animals                       |
|                  | 76-100 lbs     | <b>O</b>         | Large animals                       |
|                  | Over 100 lbs   | <b>O</b>         | Large live stock                    |

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**



**X. PHYSICAL DEMAND ANALYSIS**

**NON-MATERIAL HANDLING ACTIVITIES**

| Task  | Frequency | Performance  |
|---|-----------|--|
| <b>CLIMBING</b>                             | <b>O</b>  | Up to 6', during ground control operations.        |
| <b>STOOPING</b><br>(bending at waist)       | <b>C</b>  | During Animal Control operations.                  |
| <b>KNEELING</b><br>(one or both knees)      | <b>C</b>  | During Animal Control operations.                  |
| <b>CROUCHING</b><br>(bending at hips/knees) | <b>C</b>  | During Animal Control operations.                  |
| <b>CRAWLING</b>                             | <b>O</b>  | During Animal Control operations.                  |
| <b>REACHING</b>                             | <b>C</b>  | Removing animals during animal control Operations  |
| <b>TWISTING/TURN</b><br>(rotation)          | <b>C</b>  | Removing animals during animal control Operations  |
| <b>HANDLING</b><br>(manipulated objects)    | <b>C</b>  | Operating a vehicle and moving objects             |
| <b>STANDING</b>                             | <b>F</b>  | During Animal Control operations.                  |
| <b>WALKING</b>                              | <b>F</b>  | During Animal Control operations.                  |
| <b>SITTING</b>                              | <b>F</b>  | Riding City vehicle                                |
| <b>FINGERING</b><br>(finger dexterity)      | <b>O</b>  | Documenting and entering data into computer        |
| <b>GRASPING</b><br>(whole hand activities)  | <b>C</b>  | Removing Animals during animal control operations. |

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date