

City of Mission Job Description

Job Title: **Animal Welfare Officer**

Department: Health

Supervisor: Animal Welfare Supervisor



Classification: **Non-Exempt**

Division: Animal Shelter

Effective: 8/01/2022

I. JOB SUMMARY

Performs entry level duties in the collection, impoundment, care, treatment, and euthanasia of dogs, cats, and other wild and domestic animals; to enforce laws, ordinances, and regulations relating to Welfare of animals, disease control, public safety, and education; and to keep detailed records of all animal Welfare functions. Work is performed in accordance with municipal and state laws governing animal control and requires some independent judgment and initiative in the application of laws. Courtesy, tact and firmness are required in dealing with the general public in a variety of situations, some of which may be stressful. General supervision is received from the Animal Assessment Welfare Officer and the Health Department Supervisor who evaluates performance based on observation and discussions concerning the effectiveness of carrying out instructions.

II. EDUCATIONAL & EXPERIENCE REQUIREMENTS

- High school diploma or General Equivalency Degree (GED) or six months related experience and/or training; or equivalent combination of education and experience.
- Must obtain Basic Certification as an Animal Welfare Officer from Texas Health Department and Euthanasia Certification within one year of employment. Certification must be maintained throughout employment.
- Must be able to communicate proficiently in the English and Spanish language.
- Must have interpersonal skills using tact, patience and courtesy; must be able to deal with the public in a courteous and diplomatic manner, often under stressful conditions.

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 current valid class C driver license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

- Knowledge of legal and law enforcement animal Welfare issues.
- General principals of animal care and disease treatment and prevention.
- Safe driving principles and practices.
- Demonstrate empathy and compassion for animals.

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- Ability to operate a motor vehicle safely.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to follow a work schedule with a minimum of supervision.
- Ability to understand and follow both written and oral instructions.
- Ability to speak and write clearly and accurately
- Ability to develop and maintain a good working relationship with the supervisor, co-workers and the general public.
- Ability to read and interpret documents such as safety rules and city policy and procedures.
- Ability to learn the safe and accurate handling of animal Welfare equipment.
- Ability to handle animals, both domestic and wild, and knowledgeable in the appropriate use of personal protective equipment.
- Ability to follow a firm work schedule and to work on an on-call basis that may include a varied schedule including days, nights, weekends, and holidays as needed.

V. ESSENTIAL JOB FUNCTIONS

- Patrols City for stray, injured and dead animals; snares and impounds animals with net, rope or device; disposes of dead animals.
- Receives, responds to, investigates and resolves animal welfare complaints and concerns; including animals at large, stray, vicious, abandoned, nuisance or abused.
- Examines animal licenses for validity and issues warnings to delinquent owners.
- Removes animals from inhumane conditions and transports animals to shelter for treatment and care.
- Utilizes net, rope or device to capture animals and transports captured animals to shelter.
- Feeds and provides water for detained animals at shelter.
- Handles sick, injured, dangerous, or dead animals and decomposing animal carcasses in a safe and humane manner and empties shelter freezer.
- Euthanizes dangerous and/or sick animals.
- Learns and recognizes symptoms of rabies and other common animal diseases.
- Monitors violations of animal welfare City ordinances and state laws; issues warnings, or citations, to animal owners and appears as a witness in municipal court.
- Enforces animal and rabies control and licensing permit regulations as assigned.
- Quarantines biting animals for observation according to established guideline.
- Prepares a monthly report on number of calls, number of citations, and number of animals which have been collected.
- Maintains and cleans animal shelter to include kennels, vehicles, outside yard area, office and public access areas as required.

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- Operates and maintains an animal welfare vehicle; utilizes a variety of animal welfare devices and equipment including leash, muzzle, traps, catch pole, net, radio and tranquilizing equipment.
- Answer calls and provides information to assist public with locating lost/found animals, adoption procedures, licensing requirements, spaying, neutering and disease information.
- Completes paperwork for customer licenses, adoptions, claims, releases and trap forms.
- Reports to supervisor on areas worked as directed.
- Performs all job functions with particular attention to proper safety and city policies and procedures as related to the job position.
- Observes all safety regulations and communicates potential risks.
- Demonstrates continuous effort to improve operations and to provide quality seamless customer service.
- Follows a specific work schedule as directed.
- Performs other job-related duties as required/assigned.

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, Wheelbarrow
- Two-way radio, CO2 Rifle
- Personnel Policy Manual, Animal Welfare Services Handbook
- Uniform

**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)			X	
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation		X		
Vibration		X		

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.

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MATERIAL HANDLING ACTIVITIES

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

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

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X. PHYSICAL DEMAND ANALYSIS**NON-MATERIAL HANDLING ACTIVITIES**

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

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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.

Signature

Date