

# **CITY OF CROWLEY ANIMAL CONTROL OFFICER**

**Pay Grade: 111**

**FLSA: Non-Exempt**

**Pay Range: \$17.96 - \$26.38**

## **JOB SUMMARY**

Enforces all city ordinances, state and federal laws regarding animals. Under direction of the Animal Control Supervisor

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform basic shelter maintenance duties, including cleaning and disinfecting kennels/cat cages, animal control facility and outdoor runs, washing dishes and laundry.
- Provide animal care for animals from intake to disposition, including feeding, watering, cleaning, immunizing, testing for disease, behavioral evaluations, euthanasia and animal disposal.
- Drive City vehicle to patrol city and pick up stray and deceased animals.
- Respond to calls for service, meet and communicate with citizens about animal issues and violations.
- Log activities and prepare citations, records and reports.
- Assist citizens with adoptions, reclaiming animals in shelter and registering animals.
- Respond to after-hours calls regarding vicious dogs, animal bites and injured animals.
- Appear in court to testify regarding animal-related cases.
- Prepare and package suspected rabies specimen for shipment.
- Adhere to City and departmental policies and procedures and administrative orders.
- Regular and reliable level of attendance.
- Perform other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and understanding of administrative orders, animal control ordinances and Federal, State and local laws pertaining to animal control.
- Knowledge of various animal breeds.
- Knowledge of animal behavior.
- The ability to capture and restrain all types of animals and detect signs of illness or injury to animals.
- Skilled in basic math and computer software.
- Ability to learn the city streets and highways.
- Ability to test animals for disease, vaccinate, medicate, microchip and groom animals,
- Ability to euthanize and dispose of unwanted animals.
- Approve adoption contracts in the absence of animal control supervisor.
- Ability to make competent decisions under stress.
- Ability to communicate effectively, both orally and in writing, with citizens and other employees, including dealing in a professional manner with distraught and irate citizens.

## **ENVIRONMENTAL FACTORS AND SAFETY HAZARDS**

- Work indoors, outdoors, in confined spaces, on level, slippery, sloping, unstable and muddy terrain.
- Exposure to adverse environmental conditions to include inclement weather, fume, dust/mist, noxious odors, chemicals, solid waste substances, animal feces, urine, saliva, and animal blood.
- Exposure to insects, noxious plants, snakes, assorted wildlife and vicious animals and livestock.

## **TOOLS AND EQUIPMENT USED**

- Computer, safety equipment, catch poles, traps, tranquilizer gun, vehicle, leashes, grooming equipment, syringes, traditional cleaning equipment and office equipment.

## **DESCRIPTION OF PHYSICAL DEMANDS**

- Cleaning of shelter, checking animals, pursuit of animals and euthanizing animals.
- Patrolling of city streets in vehicle, administrative work and assisting customers.
- Lifting large animals up to 100 lbs into vehicle.
- Loading and unloading of dog food bags up to 50 lbs.
- Carrying and setting traps.
- Capturing, loading and unloading large unruly animals up to 150 lbs.
- Must be able to crouch, crawl, climb, kneel, run, and twist.
- Respond to after-hours calls regarding vicious animals, animal bites and injured animals.
- On call schedule will be made by animal control supervisor.

## **EDUCATION, EXPERIENCE AND CERTIFICATION**

- High School Diploma or GED.
- Animal Control Certification preferred or must be able to obtain Animal Control Officer Certification and Euthanasia Certification prior to one (1) year anniversary with city and maintain certifications.
- Must possess a Valid Class C Texas Driver's License.
- Must be able to pass a physical and psychological examination.