

Animal Control Officer

Dept/Div: Police Department/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate semiskilled work enforcing animal control laws, investigating animal bites, capturing and handling sick and injured animals and wildlife, issuing warnings and civil notices for violations, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Chief.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Responds to calls and investigates complaints; investigates animal bites and completes required reports; enforces laws requiring confinement of animals for observation; transports animals to shelter as needed or required.

Provides for the care of animals housed within the shelter; provides food and water to animals; cleans and disinfects kennels and fills litter boxes; bathes and walks animals.

Performs basic first aid on animals; administers medicines and vaccines to animals; transports animals to veterinarian as necessary.

Enforces state, county and town animal licensing laws; investigates cruelty complaints; investigates claims of suspected rabies, animal bites and cruelty; testifies in court.

Traps stray or homeless animals; issues citations for violations of animal control ordinances including leash laws, noise ordinances, cruelty, failure to register, and invalid rabies vaccination.

Knowledge, Skills and Abilities

Some knowledge of law enforcement principles, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques; skill in operating the tools and equipment; ability to learn the applicable laws, ordinances, and department rules and regulations; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions, ability to follow verbal and written instructions; ability to learn the City's geography; ability to establish and maintain effective working relationships with associates, sponsors and partnerships, business and public officials, and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 50 pounds of force; work regularly requires walking, speaking or hearing, reaching with hands and arms, pushing or pulling and lifting, frequently requires standing, sitting, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling and repetitive motions and occasionally requires climbing or balancing and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts,

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working in high, precarious places and exposure to fumes or airborne particles; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Obtain Animal Control Officer (ACO) certification within one year of hire.

Obtain Certificate Training Program in Euthanasia (CAETA) within one year of hire.

Must meet and maintain all training and continuing education (CE) requirements for position.

Valid driver's license in the State of Texas.

Last Revised: 3/26/2019