

CITY OF SALINAS

ANIMAL CONTROL OFFICER

BARGAINING UNIT/CLASS CODE:

SMEA / O06

DEFINITION

Under direction, utilizes specialized training and equipment to respond to calls and complaints regarding animals; enforces city ordinances and policies relating to animals by patrols, impounds, citations and education.

DISTINGUISHING CHARACTERISTICS

This is a journey level class in the police support paraprofessional series. Incumbents are expected to be able to perform the full range of duties assigned with only occasional instruction or assistance within a relatively short period of time. Incumbents must euthanize animals pursuant to prescribed procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Animal Services Manager and direct supervision from the Animal Services Supervisor. May exercise functional supervision and training over part time/temporary employees.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Answer questions and advise the public regarding animal welfare issues, ordinances, quarantines, adoptions, other animal laws and related issues. Patrol assigned areas in a patrol vehicle using safe driving practices. Locate, capture and impound stray animals in a safe and humane manner. Euthanize animals pursuant to prescribed procedures. Receive and investigate animal complaints; issue animal control citations. Investigate animal bites. Pick-up and remove dead animals. Prepare reports and maintain daily work records on appropriate forms. Operate a two-way radio in a professional manner. Locate, quarantine and observe animals for symptoms of rabies. Professionally testify in court or at other animal related hearing when necessary. Promote humane attitudes toward care and treatment of animals by education and example. Maintain patrol vehicle in a clean and orderly manner, stocked with the necessary equipment. Respond to emergency calls outside of regular business hours. Assist with shelter and animal care duties. Promote and maintain safety in the workplace. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to use hand tools, write, use telephone, two-way radio and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone or on a two-way radio and be heard and clearly understood in conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and on a two-way radio; physical agility to maneuver animals weighing up to 100 pounds several times a day, push/pull, squat, twist, turn, bend, stoop and reach overhead to attend to animals, pushing/pulling of animal cages and equipment and supplies, reaching in all directions and prolonged periods of time; no severe allergic reactions to animals; physical mobility sufficient to sit in a vehicle for prolonged period of time, stand, walk, and/or run in pursuit of animals on uneven surfaces, physical strength to lift up to 100 lbs several times per day; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Working environment includes daily contact with various types of animals, exposure to animal wastes, animal bites and various cleaning and disinfecting chemicals. Work under adverse conditions such as heat, cold, rain, and

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alone at night; work any assigned shift, holidays and weekends; work scheduled and emergency overtime, as needed; report for duty in an emergency. Physical mobility sufficient to move about the work environment and in the field, ability to drive an automobile.

QUALIFICATIONS

Knowledge of:

Animal breeds, nutrition, general care and handling. Laws, regulations, and policies related to animal control. Policies, procedures and techniques for assisting the public. Safety principles, practices, and procedures. Symptoms of rabies and other animal diseases and methods for treatment of such diseases under supervision of a veterinarian.

Ability to:

Handle scared, injured, ill and/or aggressive animals. Exercise good judgment while working under pressure. Communicate clearly and concisely, orally and in writing. Work independently with little supervision and exercise initiative and sound judgment. Interpret and apply laws and regulations relating to animal control activities. Prepare accurate and grammatically correct written reports. Understand and carry out oral and written directions. Work efficiently and cooperatively with representatives of other City departments, outside agencies and members of a diverse public. Apply good judgment in recognizing scope of authority and in referring problems to others. Work irregular hours, holidays and weekends. Maintain an efficient record keeping system. Lift 50 pounds from ground to waist. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

Skills to:

Euthanize animals pursuant to prescribed methods and in a humane manner. Operate radio-dispatching equipment.

License or Certificate:

Possess a valid California Driver's License. Obtain a Certificate of Completion of Powers of Arrest (832 P.C.) within six (6) months of appointment. Obtain a Certificate of Completion of Euthanasia by Injection within six (6) months of appointment.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade, and two (2) years of experience handling or caring for animals.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 4-99, REV: 2-07