



Animal Control Officer Job Description

The Animal Control Officer is under the direct supervision of the Police Civilian Supervisor and is responsible for apprehending stray, diseased, and/or dangerous animals, investigate complaints to ensure compliance with the animal control ordinances and laws, as well as educate the pet/property owner of violations, and issue warning notices or citations for violations.

Reports to:

Police Civilian Supervisor

Salary:

\$30,769- \$41,631

Exempt:

No

Essential Functions:

Duties include, but are not limited, to:

- Safely and humanely capture and transport animals including those that are sick, injured or potentially dangerous.
- Conduct education programs including presentations to schools, educate citizens in neighborhoods and promote and assist with the low-cost microchipping program.
- Respond to calls for animal assistance from law enforcement, report and observe emergency situations and animal law violations.
- Investigates the reporting of animal bites, and dangerous/vicious animals.
- Document filed notices from an investigation of pet/property owner and records data on appropriate forms/logs.
- Issue citations for animal code violations related to all City ordinances and state laws.
- Track the progress of violations and compliance.
- Properly clean and maintain assigned vehicle, equipment, and tools to ensure proper working order.
- Patrol the City streets and roadways, search for stray dogs and other domestic animals and livestock.
- Maintain animal holding facility at the Police Department.
- Complies with all applicable department security and safety rules, regulations and standards pertaining to vehicles and personal safety.
- Performs other duties as assigned.
- Convey a positive professional image by action, communication, and appearance.
- Maintain regular attendance.

Qualification Requirements:

- General computer operations, ie. Microsoft Office software.
- Office machines, such as a scanner, computer, copier, and fax machine.
- Establish and maintain an effective working relationship with all levels of City management, officials, staff, and the general public.
- Communicate effectively in person, telephone, writing and by e-mail with all levels of City management, officials, staff and the general public.
- Meet deadlines efficiently by applying knowledge of the procedures to fulfill essential job duties
- Provide excellent public relations and customer service skills.
- Work in a multi-task environment.
- Ability to organize, prioritize, and carry out office work with minimal supervision.

Education/Experience Required:

- High School diploma/GED required.
- Possess a Basic Animal Control Certificate issued by the Texas Department of Health.
- Possess or the ability to obtain a Euthanasia Certificate issued by the Texas Department of Health within six (6) months.
- A minimum of one (1) year experience as a Certified Animal Control Officer.

Other Requirements:

- Must possess and maintain a valid Texas Class C Driver's License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.
- Bilingual preferred
- Maintain a professional appearance and attire.

Preferred Certification:

- First Aid and CPR/AED

Supervisory Responsibilities:

No

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold and temperature swings and inclement weather. Subject to sunburn and other sun exposure related incidents.
- Stressful situations are inherent to this position.
- Exposure to traffic, dust, fumes and loud noises that are routinely encountered in maintenance operations
- Exposure to herbicides, pesticides, and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- Flexible hours, including weekends, holidays, and some after-hours work or overtime work.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to sit, stand or walk for significant periods of time daily. Required to reach with hands and arms; climb and balance; stoop, kneel, crouch and crawl.
- Lift and/or carry up to 80 pounds, and pull, push or drag 100 pounds plus.
- Must possess general manual dexterity to operate computer, equipment, tools, controls or other objects; reach with hands or arms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Must be able to hear clearly when working around equipment and traffic.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Manor Police Department is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

Employee Name: _____ Date: _____

HR Coordinator: _____ Date: _____

The City of Manor Police Department is an Equal Opportunity Employer