



# EMPLOYMENT NOTICE

**The City of Manor is seeking a qualified candidate for the position of Animal Control Officer.**

The Animal Control Officer is under the direct supervision of the CID Sergeant and is responsible for apprehending stray, diseased, and/or dangerous animals, investigating complaints to ensure compliance with animal control ordinances and laws, educating the pet/property owner about violations, and issuing warning notices or citations for violations.

**Reports to:**

CID Sergeant

**Essential Functions:**

**NOTE: Regular attendance is considered an Essential Function of this position.**

- Safely and humanely capture and transport animals, including those that are sick, injured, or potentially dangerous.
- Conducted education programs, including presentations to schools and educating citizens in neighborhoods, and promoted and assisted with the low-cost microchipping program.
- Respond to calls for animal assistance from law enforcement and 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 owners and record 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 vehicles, 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 an animal holding facility at the Police Department.
- Compliance 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.

**Working Conditions:**

The work condition characteristics described here are representative 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, temperature swings, and inclement weather. Subject to sunburn and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise, and risk of electric shock. May be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides, and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes, and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergency situations, some weekends, holidays, and some after-hours.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

**Education/Experience Required:**

- High School diploma/GED required.
- Possess or the ability to obtain an Euthanasia Certificate issued by the Texas Department of Health within six (6) months.
- Must complete a TCOLE-approved Telecommunications Course for certification as a telecommunicator within six (6) months of employment.
- Must be able to complete a Chemical Capture & Restraint Course within six (6) months of employment if not already certified.

**Other Requirements:**

- 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.
- Satisfactory background check
- Must submit to and pass a pre-employment drug test.
- Previous knowledge and experience with My Permit Now software preferred.

**Department: Police**

**Location: Manor, Texas**

**Job Status: Full-Time**

**FSLA Classification: Non-exempt**

**Hourly Rate: \$21.58- \$23.24**

**Schedule: Monday – Friday, 8:00 AM – 5:00 PM**

**Job Close Date: Open until filled**

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

***Please send your City of Manor employment application to: [job@manortx.gov](mailto:job@manortx.gov)***

City of Manor 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.

**The City of Manor is an Equal Opportunity Employer**