

**City of Devine
Job Description**

Job Title: Animal Control Officer
Reports To: Police Chief
Date Prepared: August 15, 2018

SUMMARY

To perform a variety of duties involved in enforcing city and state laws governing the care and wellbeing of animals in the city; to intake, care for and euthanize animals as necessary; and to provide animal control support to law enforcement officers as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned by a Supervisor.

Patrol the city in the Animal Control truck to search for loose animals; investigate animal cruelty complaints; respond to calls and complaints regarding deceased, loose or vicious animals. Determine ownership of animals at large.

Enforce city animal control laws; interpret and educate the public, the ordinances relating to the care and keep of animals; issuance of citations for violations of animal control ordinances; appear in court as necessary to testify. Answer calls to provide information to assist the public with locating lost/found animals, spaying, neutering and disease information.

Intake, quarantine and euthanize animals as appropriate according to established guidelines; transport injured animals to a veterinarian to be treated or euthanized at the Veterinarian's recommendation. At times, the Vet will recommend the appropriate animal part to be taken and tested in San Antonio.

Investigate reports or complaints of dogs, cats or other animals creating nuisances; take appropriate action; investigate reports of animal abuse, neglect or abandonment, to include animal bites and barking dogs. Provide traps to citizens as requested and available.

Provide information regarding animal care and adoption to businesses, schools and organizations as requested. Offers suggestions to educate animal owners to aid in compliance with laws and ordinances.

Responsible for the daily upkeep of the animal kennels; clean kennels as instructed by a Supervisor; feed animals; provide fresh water daily and interact with the animals to ensure they are adoptable. At times, it may become necessary to mow or weed eat if Devine Public Works employees cannot do so.

Responsible for verification of rabies vaccinations; coordinate the animal adoption process. Photograph animals to be placed on various websites and other publications. Prepare and maintain a daily activity log, daily checklist and animal bite reports. Effectively deal with personal danger which may include exposure to sick or vicious animals; hazard associated with traffic control and working in and near traffic, utilizing officer safety.

SUPERVISORY RESPONSIBILITIES

The Police Lieutenant would be the first line supervisor.

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

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to the public. Must have interpersonal skills using tact, patience and courtesy; must be able to deal with the public in a courteous and diplomatic manner, often under stressful conditions.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions.

UNIFORMS

Uniforms will be provided at some point in time during your employment and are to be worn daily. It is your responsibility to keep them clean and presentable to the public.

CERTIFICATES, LICENSES, REGISTRATIONS

Clear and valid Texas Driver's License. Possession of, or ability to obtain, an appropriate, basic Animal Control Officer Certification from the Texas Department of Health and Zoonosis within 6 months and certification must be maintained throughout employment.

PHYSICAL DEMANDS

Essential and other important responsibilities and duties may require maintaining physical condition necessary for heavy to moderate lifting, running, bending, stooping or sitting for prolonged periods of time; the use of both arms, legs, hands and fingers; operating assigned vehicles and equipment; general manual dexterity. Must be able to lift up to 100 pounds.

WORK ENVIRONMENT

Field/Office environment; traveling from site to site; exposure to a variety of domestic and wild animals and animal body fluids and potentially hostile environments. Required to work outdoors five (5) days a week, 40 hour week; subject to recall, subject to adverse weather conditions. Exposure to deceased domestic and wild animals and their odors.

I, employee, understand that this document is not to be constructed as a contract, either implied or explicit. All the information contained herein is merely an attempt by the City of Devine to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ *Date:* _____

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, the undersigned, _____, do hereby authorize a review of and full disclosure of all records concerning me to any duly authorized agent of the Devine Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of loans; medical and psychiatric treatment and or consultation, including hospitals, clinics, private practitioners, and the US Veterans Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the Devine Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held legally accountable for giving this information in any way; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature of Applicant

Address of Applicant

Social Security Number

Subscribed to and Sworn before me this ____ of _____ 20__.

Notary Public, State of Texas