

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Animal Control Officer		
<b>Job Code:</b>	PS5020	<b>Job Family:</b>	Public Safety
<b>Pay Grade</b>	506	<b>Date Reviewed:</b>	06/09/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Enforces City and State laws, ordinances and regulations pertaining to animal control. Patrols an assigned geographical area and responds to public animal control complaints. Provides information and assistance to the public.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Patrols City streets, roads and parks; searches for stray dogs and other domestic and wild animals. Impounds sick, injured, stray or trapped animals. Operates and maintains animal control vehicle and various animal control devices and equipment.
2. Ensures animals receive the minimum state required treatment and necessary resources (food, water, shelter). Uses the least amount of force necessary while still maintaining control of the animal.
3. Enforces state and local animal control laws, codes and ordinances. Issues citations for violations of animal control ordinances. Responds to public inquiries and complaints regarding animals. Provides information and resolves complaints in an efficient and timely manner.
4. Receives and responds to emergency calls as assigned; dispatches calls to field personnel as needed. Investigates animal bite cases and other reported injuries; prepares bite reports confirming details with bite victim. Notifies animal owner of incident and issues quarantine notices. Testifies in court as necessary.
5. Checks animals for rabies and prepares rabies specimens for shipment to laboratory. Notifies animal owner on receipt of test results.
6. Euthanizes animals due to suffering conditions and participates in euthanasia laboratory providing euthanasia services on varying numbers of animals as needed.
7. Provides public education regarding animal control ordinances and responsible pet ownership duties.
8. Prepares and maintains a variety of files, records and reports following established procedures. Coordinates with other agencies as needed; prepares monthly and annual statistical reports.
9. Performs other duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations and services of an animal control program.
  - Methods and techniques of animal control.
  - Principles and practices of animal behavior and animal care.
  - Principles and practices of animal investigations.
  - Principles and procedures of animal handling, collection, impoundment, quarantine and disposal.
  - Methods and techniques of animal first aid.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Computers, including but not limited to, Microsoft Outlook and data entry.
  - Proper euthanasia procedures.
  - Proper sanitation and disposal of carcass.
- **Skill in:**
  - Communicating clearly and effectively, both orally and in writing.
  - Interpreting and applying City policies, procedures and regulations.
- **Ability to:**
  - Present information and ideas to various groups of people.
  - Pay attention to details.
  - Lift and control animals safely.
  - Navigate between calls.
  - Identify mistreated animals.
  - Determine severity of animal injuries.

## **MINIMUM JOB REQUIREMENTS**

High school diploma or GED and one year of increasingly responsible animal control experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver License at the time of hire.

Possession of, or ability to obtain, an Animal Control Officer Basic Certification through the Texas Department of State Health Services.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

## **PHYSICAL DEMANDS**

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

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.