

**CITY OF COMMERCE
JOB DESCRIPTION
ANIMAL CONTROL WARDEN I**

Department: Community Development **Date:** September 7, 2001 **Class Number:** 12

Reports To: Director of Community Development

Revised: August 10, 2005

JOB SUMMARY

Performs routine and complex public safety work in the enforcement of animal control ordinances.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Patrols streets to locate stray animals and promptly captures animals and transports them to an animal shelter.
2. Responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage or injuries.
3. Removes dead, injured or dangerous animals from streets.
4. Cares for, feeds and houses animals at the animal shelter; provides maintenance and upkeep for the animal shelter.
5. Maintains records and files of the animal shelter and the animals housed there; logs all incidents concerning animal control.
6. Compiles a variety of data regarding animal control data; prepares daily, monthly, and annual reports of activities.
7. Investigates violations of animal control ordinances and issues warnings or citations as required; appears in court to testify regarding animal control cases.
8. Serves various criminal or civil notices or papers related to enforcement of animal control ordinances.

9. Coordinates a public relations program in order to foster public awareness of ordinances regarding animal control and humane treatment of animals; works closely with the media, public interest groups and businesses to promote improved care and control of animals.
10. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
11. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
12. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
13. Maintains contact with police supervisory personnel to coordinate investigation activities provide mutual assistance during emergency situations and provides general information about department activities.
14. Must be able to perform euthanasia on animals.
15. Must turn in daily and monthly reports to supervisor.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school graduate or GED equivalent; or
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of law enforcement principles, procedures, techniques and equipment; working knowledge of animal restraint and care techniques;
- (B) Some skill in operation of the tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and

written instructions; Ability to meet the special requirements listed below; Ability to learn the city's geography.

SPECIAL REQUIREMENTS

Must possess, or be able to obtain by the time of hire, a valid state drivers license. Must satisfactorily complete required training by the Texas Department of Health for Basic ACO within first year and Advanced ACO within 24 months of employment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related testing may be required; drug screen; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

TOOLS AND EQUIPMENT USED

Patrol vehicle, animal capture equipment, police radio, pager, first aid equipment, and personal computer.

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.

Work involves sitting, talking, hearing, using hands to finger, handle or feel objects, and reaching with hands and arms. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, crawl and taste or smell.

Vision requirements include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

The employee may be required to push, pull, lift and/or carry more than 50 pounds.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and is occasionally exposed to inclement weather conditions.

The noise level in the work environment is usually moderate to loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Commerce is an “at will” employer. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have been furnished a copy of this job description.

Signature

Date