

POSITION DESCRIPTION

CLASS TITLE: Animal Control Officer Updated: 8/12
DEPARTMENT: Police
DIVISION: Animal Control
SALARY RANGE: Per Contract
UNION: Sumner Police Guild
DATE: August, 2005

The Animal Control Officer is a full –time, Fair Labor Standards Act position. The Animal Control Shelter operates six days a week; the regular work schedule for this position includes shift work that may include week-ends, call-outs and hours other than 8am to 5pm. Attendance at evening meetings or other off-duty events may be necessary. The incumbent in this position is a Civil Service employee. Union membership is required.

GENERAL PURPOSE

Provides basic animal control services for the City of Sumner and other municipalities, which may have existing or future agreements with the City of Sumner for animal control services.

SUPERVISION RECEIVED

This position reports to the Animal Control Supervisor.

SUPERVISION RESPONSIBILITIES

Periodic supervision of other functional areas may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.

Primary responsibilities include:

- Rinses, scrubs and disinfects animal cages and outdoor runs, hallways, floors, walls and isolation/quarantine areas; cleans water and food dishes and related kennel equipment and facilities, scrubs interior of animal-holding refrigerator after animal carcasses have been removed, cleans and disinfects animal bedding;
- Acquires information concerning animal control law violations, takes action, causes action to be taken, or relays information to the proper authority;
- Provides general animal control services and shelter operations with a minimum amount of direct supervision and with the exercise of independent judgment;
- Assists in prosecution or release to the proper agency of all persons cited or arrested in the course of animal control duties;
- Prepares case reports and testifies in court;
- Attends civic club meetings, churches, schools, and other places of public gathering to

- explain the activities and functions of the Department and to establish favorable public relations;
- Safely and legally operates city vehicles necessary to support mission requirements;
 - Enforces laws and ordinances by catching and impounding unlicensed animals and animals running at large;
 - Issues citations and infractions as appropriate;
 - Proactively patrols and reacts to citizen complaints regarding domestic animals;
 - Performs rescues, removals, disposal, and adoption of animals;
 - Maintains care and feeding of animals at one or more control shelters;
 - Coordinates animal disposal, treatment, or other matters pertaining to animal control;
 - Sells and maintains municipal licenses and animal tags;
 - Performs essential accounting functions to properly account for monies received at the shelter;
 - Removes injured and dead animals (domestic and small wild) from municipal roadways and properly disposes of the remains;
 - Promotes and conducts public relations programs, works customer counter and kennel operations, oversees volunteer activities, and performs the duties of the Animal Control Supervisor in his/her absence.

NECESSARY MINIMUM QUALIFICATIONS

Education and Experience

Education equivalent to completion of the twelfth grade. Must be at least 21 years of age and a US citizen. Previous animal control experience is highly desired.

Special Requirements

Must hold a valid Washington State driver's license with driving record free from serious or frequent violations. Must pass a thorough police background check.

Must attain successful completion of training requirements prescribed by the Department.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices and procedures;
- Oral and written communication skills;
- Knowledge of general principles and accepted practices and procedures associated with municipal animal control operations;
- Operation of computer software such as Excel and Word;
- Applicable policies and procedures related to the Police Department;
- Effective, modern methods of animal control and violator identification;

Ability to:

- Ability to operate animal control vehicles;
- Ability to handle wild and domestic animals with available equipment;
- Ability to provide care and upkeep of animal control shelters and animals, to prioritize assignments, and to work independently;
- Ability to prepare and maintain accurate records, files, and other information required for mission accomplishment;

- Ability to establish and maintain effective working relationships with co-workers, other organizations, and general public;
- Ability to understand and execute moderately complex oral or written directions and to prepare clear and comprehensive written reports and records;
- Ability to maintain confidentiality of information and restrict the use of such information to work duties;
- Ability to address violators in a firm, courteous manner in order to develop public respect and confidence in the officer and the Department;
- Obtain facts of a case and interview and interrogate effectively;
- Ability and willingness to humanely euthanize animals;
- Ability to defend against physical attacks from persons or animals;
- Contribute to the Department's Mission.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.

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.

ACKNOWLEDGEMENT

By signing below, I acknowledge receipt of the Animal Control Officer position description.

Signature

Date

Printed Name

City of Sumner
Physical Demands Job Assessment

The physical demands/work environment described is representative of those that must be met by an employee to successfully perform the essential functions of the job. Requirements may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who post a direct threat to significant risk to the health and safety of themselves or other employees.

Description of Work Environment:
Work is performed in a moderately noisy indoor office environment as well as outdoors, often in inclement weather. May be vulnerable to dangerous animals and/or diseases associated with impounding same. May be exposed to hazardous materials, such as body fluids and/or chemicals.

Amount of Time Spent:	Seldom (1-10%)	Occasional (10-30%)	Frequent (30-70%)	Constant (Over 70%)	Non-Applicable
Sitting			x		
Standing				x	
Walking			x		
Running		x			
Driving			x		
Talking/Hearing				x	
Lifting (<10 lbs)			x		
Lifting (<25 lbs)			x		
Lifting (25>50 lbs)			x		
Lifting (50>100 lbs)		x			
Carrying (<10 lbs)			x		
Carrying (<25 lbs)			x		
Carrying (25>50 lbs)			x		
Carrying (50>100 lbs)		x			
Pushing/Pulling			x		
Climbing Stairs		x			
Climbing Ladders		x			
Bending at Waist			x		
Twisting at Waist			x		
Kneeling/Squatting		x			
Crawling		x			
Reaching above Shoulder		x			
Repetitive Arm/Hand Movement		x			
Tasting/Smelling					x
Using Finger, Handle or Feel			x		

If Carrying Weight, How Far: 25 ft Is Weight Worn around the Waist? Yes No

Vision Requirements: Yes No Special Vision Requirements Not Applicable

Yes, the Following Apply (please check): Close Distance Color Peripheral

Depth Perception Night Vision Adjust Focus Small Print Other: _____

Other Special Physical Requirements: _____