



**JOB TITLE**                    **Animal Control Officer**  
**DEPARTMENT**            **Building, Planning, and Code Enforcement**  
**REPORTS TO**                **Lead Animal Control Officer**  
**CLASSIFICATION**        **Hourly, Full-time, Non-Exempt**

### **JOB SUMMARY**

The Animal Control Officer shall protect residents from and educate the community about stray or vicious animals and related diseases. This position reports directly to the Lead Animal Control Officer. The ability to establish and maintain effective working relationships; communicate effectively, both verbally and in writing; and maintain appropriate necessary certifications; often involves holidays and weekends. Subject to emergency callouts.

### **EXAMPLES OF JOB DUTIES**

- Maintains animal holding facilities, grounds, vehicle(s), and equipment in accordance with state and local regulations (including painting, cleaning, and daily care of the animals).
- Educates the community regarding stray and vicious animals and diseases.
- Patrols within the city limits for stray, injured, diseased or vicious animals and responds to citizen concerns regarding the same.
- Responds to emergency situations such as cruelty to animal concerns, animal bite and scratch cases (including quarantine), venomous or dangerous animals, etc., within the city limits and investigating citizen concerns for the same.
- Removes dead animals, transporting and disposing of them properly, including apprehending, lifting, and carrying animals.
- Captures, impounds, and handles the disposition of animals, continually working to clear impounded animals from the Shelter, either through adoption, transfer to another agency, or euthanasia.
- Performs euthanasia using humane methods
- Advertises animals available for adoption on the Shelter’s social media site.
- Maintains up-to-date records and files on animals collected, care, and disposition of each animal.
- Issues verbal warnings regarding animal violations and enforces state and local laws related to animals. Makes court appearances as required.
- Maintains a neat appearance.
- Other duties as assigned.

### **WORKING CONDITIONS**

- Works mostly outside of an office setting
- Often involves holidays and weekends
- Subject to emergency callouts.

## **MINIMUM REQUIREMENTS**

- High School Diploma or GED
- Valid Texas Class “C” Driver’s License and be insurable
- Must have Texas Department of Health Certified Animal Control Officer certification or the ability to obtain certifications within six (6) months
- Must have certification in animal euthanasia or the ability to obtain certification within 120 days
- Proficient in the use of the internet, email services, and MS Office software
- Must have or be willing to obtain a Rabies vaccination

## **ABILITIES REQUIRED**

The physical demands described herein are representative of those that must be met by an employee to perform the essential functions of this job successfully.

Ability to see and hear; communicate in the English language; carry items weighing up to 80 pounds and lift to a height of 3-5 feet; walk, stand, and kneel for extended periods of time; push and pull up to 200 pounds; climb ladders; perform heavy manual labor in conditions of extreme heat and cold, and in the presence of extreme noise, dust, filth, and possible mechanical or chemical hazards as well as traffic hazards; operate equipment including mowers, trimmers, edgers, and other lawn equipment; drive in a safe and responsible manner; must have the ability to obtain and maintain Texas Department of Health Certified Animal Control Officer and euthanasia certification; follow oral and written instructions; cross-train in other departments as needed; ability to develop and maintain a positive working relationship with fellow employees and the general public.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed, and are subject to the requirements of the City’s Personnel Policy.

Title:	Animal Control Officer
Pay Grade:	Hourly
Management, yes or no?	No
Classification	Regular, Full-time, non-exempt