

CITY OF GLEN ROSE, TEXAS

Job Description

JOB TITLE: Lead Animal Control Officer / Code Compliance

DEPARTMENT: Building Planning / Code Compliance

REPORTS TO: Building Official

JOB SUMMARY:

The Lead Animal Control Officer shall protect residents from and educate the community about stray or vicious animals and related diseases. The ability to establish and maintain effective working relationships; communicate effectively, both verbally and in writing; and maintain appropriate necessary certifications. Reports to the Building Official. Creates schedule, programs and daily administration of all Animal Control operations. Responsible for maintaining records and narcotics in Animal Control. The Lead Officer is designated as the Certified Rabies Control Officer. The Lead Animal Control Officer is responsible for the hiring and firing and training of staff. It is up to the Lead AC Officer to create a budget for Animal Control as well as maintain an approved budget. Works 40 or more hours per week with a schedule as dictated by the needs of the job. Often involves holidays and weekends. Subject to emergency callouts.

This position also serves as Code Compliance and shall exercise the powers and perform the duties listed for that position in the City's Code of Ordinances, which include but are not limited to, identifying and abating violations of the City's fire, nuisance, and building regulations.

EXAMPLES OF JOB DUTIES:

- Supervises Animal Control Staff. May provide some training to less experienced staff members.
- Oversees the maintenance of and 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.
- Serves as the Local Rabies Control Authority.
- 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 bites and scratch cases (including quarantine), poisonous or dangerous animals, within the city limits and investigating citizen concerns for the same.
- Removes dead animals, transporting and disposing of properly, including apprehending, lifting, and carrying animals.
- Captures, impounds, and handles 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.

- Identify and abate violations of the City's codes and regulations. Makes court appearances as required.
- Patrol the City to identify code violations.
- Conduct follow up investigations on noted violations and citizen complaints.
- Other duties as assigned.

WORKING CONDITIONS:

- Works 40 or more hours per week with a schedule as dictated by the needs of the job.
- Often involves holidays and weekends.
- Subject to emergency call-outs.

MINIMUM REQUIREMENTS:

- High School Diploma or GED
- Valid Texas Class "C" Driver's License and must be insurable.
- Must have Texas Department of Health Certified Animal Control Officer certification or the ability to obtain certifications within 120 days (as required by law).
- Certification in animal euthanasia or the ability to obtain certification within a 6 month period.
- Proficient in use of the internet, email services, google docs/ MS Office software.
- Must have or be willing to obtain a Rabies vaccination.
- Preferred experience working for a municipality in Code Compliance.

ABILITIES REQUIRED:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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, edger's 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, and cross-train in other departments as needed; must be able to develop and maintain a positive working relationship with fellow employees and the general public. Must be able to learn state and local codes and laws concerning nuisances and building maintenance requirements. At the discretion of the Building Official, may be required to obtain and maintain Code Enforcement Officer Certification.

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: Lead Animal Control Officer
 Pay Grade: Hourly

Management, yes or no?

No (Supervisory Only)

Classification:

Regular, Full-time, non-exempt