JOB DESCRIPTION

# MANAGER
# ANIMAL CONTROL

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| **Department:** | Police | **Classification/Grade:** | M 2 |
| **Division:** | Animal Control | **FLSA Status:** | Exempt |
| **Reports to:** | Captain | **Safety Sensitive:** | Yes |
| | | **Bargaining Unit:** | Teamsters L14 - Supervisor |
| | | **Date Approved:** | January 2012 |

***Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.***

## DEFINITION

Actively support and uphold the City's and Department's mission and values. Perform a variety of duties involved in the enforcement of City Ordinances and regulations relating to animal control and impounding; responsible for the care and control of animal shelter.

## ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Responsible for operation of the Mesquite Animal Shelter.
3. Responsible for the care and control of animals housed at the Shelter.
4. Supervise volunteers or community service workers programs.
5. Maintain files and records.
6. Maintain safety and security of Animal Shelter
7. Supervise Animal Control Officers, and Kennel Staff.
8. Prepare budget, obtain bids, order supplies, schedule repairs, operate within budgetary guidelines.
9. Respond to calls, captures, transports, and impounds stray animals.
10. Issue citations or notices of violation in the enforcement of ordinances relating to animal control.
11. Prepare officer's reports
12. Conduct investigations of reported violations of zoning code provisions regarding the keeping of animals and cruelty to animals, reports of animal bites, and animal nuisance complaints.
13. Interview complainants and identify animals owners
14. Establish quarantines to determine health of animals, may impound seriously injured or ill animals and arrange for veterinary care.
15. Provide assistance to the public regarding animal control matters, responds to inquiries and provide information regarding local animal control laws.
16. Facilitate the adoption of animals, by performing a variety of tests, including temperament and health, and contact local area entities such as rescues and other shelters.
17. Perform various duties involved in general maintenance of shelter facility, kennel maintenance, clean kennels, feed impounded animals, and perform in euthanasia of animals.
18. Perform various office duties including the redemption or purchase of impounded animals, receiving fees, issuing receipts, receives and records reports of lost and found animals.
19. Pick up and transport dead animals to landfill for disposal or to a laboratory for testing in the event of suspected rabies.
20. Be dependable and meet all acceptable attendance requirements at all times.
21. Follow all applicable safety rules and regulations.

## OTHER JOB FUNCTIONS

**A.** Protect confidential information by preventing unauthorized release, both verbal and/or writing.
B. Perform other related duties as assigned.

## QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

**Knowledge of:**

- Modern office procedures, methods and computer equipment, programs, applications and uses.
- Good public relation skills.
- Problem solving techniques.
- Offensive and defensive weapons, nomenclature and theory.
- Self-defense tactics.
- Use of firearms and other equipment
- Principles of supervision, instruction and training
- Pertinent federal, state and local laws, codes and regulations
- Budget, planning and problem solving techniques
- The occupational hazards and safety precautions of working around domestic and wild animals.

**Ability to:**

- Stay calm and act rationally in emergency situations.
- Apply principles and techniques of prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement
- Skillfully and safely use firearms and other police-related tools.
- Physically handle animals
- Communicate clearly and concisely, both orally and in writing.
- Read and comprehend complex laws, ordinances, plans and orders.
- Maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Establish and maintain effective working relationships with other employees, officials, and citizens from a variety of racial, ethnic, and economic backgrounds.
- Analyze situations quickly and objectively, and recognize actual and potential dangerous situations, and determine proper course of action
- Present evidence in court effectively; skillful in observation and remembering details such as names, faces, and incidents.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Subduing resisting animals, chasing fleeing animals, running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased animals, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing, or sitting for extended periods of time, operating assigned equipment and vehicles.
- Supervise, organize, and review the work of subordinates.
- Supervise and train animal control officers.
- Interpret and explain policies and procedures.
- Utilize good public relations skills.
- Use good leadership skills.
- Prioritize tasks
- Properly operate assigned city vehicle and equipment
- Meet and deal with the public tactfully and effectively.
- Perform life-saving and rescue procedures
- Make sound decisions

**Special Requirements**

Residency Requirement: Must be able to respond within 20 minutes from residence. Must live in Clark County within six (6) months of hire date.

**Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or GED. Associates degree from an accredited college or university preferred

Experience: Five years experience as Animal Control Officer

Training: Speak and write Spanish fluently preferred.

License or Certificate: Animal Control Association, Level 1 and 2 Certifications, National Animal Cruelty Investigation School Graduate, Certifiable in performing euthanasia of animals by the Nevada Board of Veterinary Medical Examiners. Maintain Chemical Immobilization Training, Controlled Substance Certificate from DEA, Controlled Substance Certificate from Nevada State Board of Pharmacy. Maintain certification with department handgun and shotgun. Must possess, at the time of employment and continuously throughout employment, a valid Class "C" driver's license.

## WORKING CONDITIONS

Work is performed under the following conditions:

Duties are primarily performed outside where the employee is exposed to varying and extreme weather conditions. Must be able to work shift work. Great mental ability is required daily.

**Physical Requirements:**

Physical exertion is required to subdue resisting and chase fleeing animals. Physical exertion is present with constant running, walking, crouching, crawling, kneeling, twisting, and climbing stairs/ladders; standing or sitting for extended periods of time. Must have the capability to hear, speak and see to communicate with the general public. Physical effort is required to lift/carry injured/deceased animals and equipment up to 50lbs.

**Job Hazards/Risk Factors:**

Employees risk physical hazard from violent, aggressive, and hostile people, domestic or wild animals that are vicious and/or diseased and, therefore, could result in substantial bodily harm or death. Exposure to a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

**Position is considered safety sensitive and is subject to drug testing.**

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: January 2012
August 2012 (Residency)
April 2013 (Safety Sensitive)