

CITY OF HUTCHINS

Animal Control Officer

JOB DESCRIPTION

JOB TITLE: Animal Control Officer

FLSA: Non-Exempt

PAY RANGE: \$16.97 - \$24.60

GENERAL SUMMARY

To perform tasks related to the enforcement of animal control laws within the City of Hutchins. Educates the community about stray or vicious animals and related diseases; operates the animal holding facility; captures, impounds, relocates, and when necessary, disposes of animals; and maintains records. Investigates animal complaints. Issues citations for violation of Hutchins's ordinances and state law. Prepares reports as appropriate. Testify in court as directed.

SUPERVISION

General supervision is provided by the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responds to calls for assistance and/or citizen complaints by operating a city vehicle.

Patrols the city and takes appropriate measures to bring compliance with city ordinances.

Impounds stray and owner-released animals. Traps wildlife that poses a nuisance or risk to the public. Provides efficient, caring, human treatment to all animals under their care and control.

Provides humane euthanasia under the direction of the Chief of Police for animals deemed non-adoptable; that pose a threat to the health and safety of the citizens or their pets; or when necessary to prevent prolonged suffering to animals that are ill or injured.

Completes required reports, and maintains records in accordance with city policy and state law.

Ensure the proper and legal disposition of animals through owner claims, adoptions, and transfers to humane organizations.

Cleans and maintains the animal shelter, shelter equipment, and vehicles.

May be required to appear and testify in court regarding animal-related cases.

May perform other assignments and handle special projects as required.

Regular and timely attendance is required as well as the ability to get along with others in a professional manner.

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Responds to emergency situations as requested, such as cruelty to animal complaints, control of poisonous or dangerous animals, and stray animals, including hazardous and severe weather conditions.

Ensures the adherence to safe work practices and procedures.

OTHER DUTIES AND RESPONSIBILITIES

Perform all other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

2 years previous experience is preferred.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license. Must be a minimum of 18 years of age. Must be able to obtain the basic certification in Animal Control and also Euthanasia Certification within 12 months of employment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The laws and regulations governing the licensing, quarantine and impounding of animals; diseases communicable from pets to humans; livestock management; and euthanasia procedures.

Proper safety precautions related to all work performed.

Skill in:

To use a "catch pole" and tranquilizer gun.

Ability to:

Work nights, weekends, and be able to respond to emergency after-hour call out.

Learn City and departmental policies and procedures.

Communicate effectively, both verbally and in writing, clearly and concisely.

Maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

Establish and maintain cooperative working relationships with those contacted in the course of work.

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Perform difficult manual labor tasks including lifting heavy weights, stooping, bending and twisting.