

POSITION: ANIMAL CONTROL OFFICER
DEPARTMENT: POLICE
FLSA STATUS: NON-EXEMPT
PAY: \$12.00 HOUR
TYPE: PART-TIME: ONE (1)

POSITION SUMMARY

Under supervision, responsible for protecting the community from dangerous and sick animals; enforcing and investigating local municipal, state and federal animal laws; preventing the spread of diseases; capturing and impounding a variety of animals requiring specialized equipment; euthanizing animals as deemed necessary; providing care and maintenance for animals; pick up and disposal of deceased animals; assisting in licensing, providing humane education to residents in the community and children in schools and performs other related duties as required.

SUPERVISION RECEIVED

Receives general supervision from the Chief of Police or his/her designee.

SUPERVISION EXERCISED

May supervise others workers as assigned.

ILLUSTRATIVE EXAMPLES OF WORK

Duties may include but are not limited to the following:

- Capture and remove stray, uncontrolled, or abused animals from undesirable conditions, using nets, nooses, or tranquilizer darts as necessary.
- Euthanize rabid, unclaimed, or severely injured animals. Removed deceased animals from the shelter premises.
- Issue warnings or citations in connections with animal related offenses, or contact police to report violations and request arrests. Provide court testimony as needed.
- Examine animal licenses, and inspect establishments housing animals for compliance with laws.
- Examine animals for injuries, disease, or malnutrition, and arrange for any necessary medical treatment.
- Investigate reports of animal attacks or animal cruelty, interviewing witnesses, collecting evidence, and writing reports.
- Supply animals with food, water, and personal care.
- Write reports of activities, and maintain files or impoundments and dispositions of animals.
- Properly collect monies due to the city for services associated with impoundment.
- Answer phone inquiries from the public concerning animal control operations and pet adoption.
- Clean, organize, and disinfect animal quarters such as pens, cages, and animal equipment such as leashes and feeding containers.
- Maintain the facilities, including the office, grounds, vehicles, and equipment.
- Provides assistance to other departments as needed.
- Performs related work as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Care and feeding of animals.
- Appropriate safety precautions and procedures.
- Basic math and record keeping.
- Federal, State and City laws, regulations and ordinances pertaining to animal control.
- Operate a personal computer and related devices using city-installed software.
- Interpret laws and ordinances.
- Communicate effectively with the public.
- Exercise tact and good judgment in performance of duties.
- Use discretion regarding enforcement of laws and regulations pertaining to animals.
- Communicate clearly and concisely orally and in writing.
- Deal patiently and effectively with frightened, fractious and injured animals.

- Follow orders and work cooperatively with others.
- Must be able to work during equipment or facility failures on Holidays, nights and weekends.
- Deal with emotional issues involving the humane care of animals.
- Control, carry and subdue animals.
- Ability to use an animal snare, snake tongs, traps, and tranquilizer gun.
- Handle multiple tasks simultaneously.
- Accurate and attentive to detail.
- Good communications and public relations abilities.
- Knowledge of city streets, animal care, and animal capture techniques.
- Basic typing and computer application skills.
- Ability to assist and support others.
- Able to operate telephone, PC, copier, and other basic business machines.

EDUCATION AND/OR EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience

High school diploma or GED; and six (6) months related experience and/or training; or equivalent combination of education and experience.

License/Certificate

Possession and maintenance of a valid Class D Oklahoma Driver's License

Oklahoma Animal Control Academy (with 24 months)

Maintain 16 hours (per year) of Continuing Education after completing Academy

PHYSICAL & MENTAL DEMANDS

FINGER DEXTERITY	Manual dexterity sufficient to reach/handle items, work with fingers, and perceive attributes of objects and materials.
VISUAL ABILITIES	Normal vision, with or without corrective lenses.
PHYSICAL STRENGTH	Employee lifts/carries 100lbs occasionally (less than 33% of the time) Heavy physical activity required performing somewhat strenuous daily activities/ Frequent standing. over the head lifting, twisting, climbing, and balancing required.
LANGUAGE/COMPREHENSION	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers.
REASONING ABILITY	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.
MATHEMATICS ABILITY	Ability to perform very basic math skills including adding and subtracting two digit numbers, multiplying and dividing with 10's and 100's. Ability to perform these operations using units of money and weight or distance measurement.

WORK ENVIRONMENT

- Outdoors exposed to changing weather conditions, (for example, sun, wind, snow, ice, rain, etc.)
- Loud. Hearing protection as required.
- Exposure to biting animals
- Exposure to poison ivy.
- Exposure to bio-chemicals

The physical demands and work environments described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Accommodations will be examined on a case-by-case basis.

WORK SCHEDULE

Part-time (20 - 29 hours); weekends and evenings

APPLICATION PROCEDURE:

Interested, qualified Applicants should submit completed applications to Debbie Pengelly, HR Director.
(Resumes accepted only with completed, corresponding application.)

Application available: http://www.glenpoolonline.com/pdfs/employment_app.pdf

Email: dpengelly@cityofglenpool.com

Fax: (918)209-4641

Mail: City of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

The successful candidate must pass a pre-employment/post-offer drug screen and background check

The City of Glenpool is an Equal Opportunity Employer.