

TITLE: Animal Control Attendant PD/18

DEPARTMENT: Police, City of Franklin

POSITION STATUS: Part Time, Non-exempt

JOB SUMMARY: This position is responsible for shelter care of animals.

**MAJOR DUTIES:**

1. Receives stray, unwanted domestic animals at the Animal Shelter. 2. Monitors and observes animals for signs of illness or injury and reports symptoms to the Animal Control Officer. 3. Places animals in the appropriate shelter area according to species and gender or other special requirements, such as quarantine or isolation pending diagnoses of diseases. 4. Explains adoption procedures, holding times and licensing requirements to the public relating to the care and control of animals in the Animal Shelter. 5. Process adoptions and take payment. 6. Follows cleaning operations and procedures of the Animal Shelter. 7. Releases impounded animals to owners, assist the public in claiming lost animals or selecting animals for adoption. 8. Assist in handling of animals and describing basic animal behavior and habits while under the direction of the Animal Control Officer. 9. Assists with euthanasia and disposes of ill, injured, unwanted or aged animals. 10. Assists with the vaccinations of dogs and cats in accordance with standard procedures. 11. Bathes animals and performs related animal grooming and care. 12. Feeds and provides water to animals according to schedule, and monitors animal behavior. 13. Under direction of the Animal Control Officer assists with first aid and medical treatment to Animal Shelter animals as well as learning the basic symptoms of common animal diseases for further treatment. 14. Washes, disinfects and dries kennel runs, cages and other areas. 15. Performs a variety of custodial duties at the Animal Shelter, including the cleaning of offices and restroom; cleans, removes animal waste from cages, runs and other Animal Shelter areas. 16. Performs minor building and kennel maintenance and repair duties. 17. Maintains Animal Shelter grounds and landscaped areas in a clean, safe and neat condition. 18. Stocks food and Animal Shelter supplies. 19. Update and monitor social media accounts (Facebook, Petfinder) to showcase stray and adoptable animals as well as answer questions from the general public. 20. Take phone calls from the public and assist or transfer to the correct person or proper organization/agency. 21. Performs other related duties as assigned. 22. Testifies in court.

**KNOWLEDGE REQUIRED BY THE POSITION:**

1. Knowledge of basic species and breed identification of a variety of domestic and common wild animals. 2. Knowledge of symptoms and behavior associated with common animal diseases. 3. Knowledge of behavior and handling of common domestic and wild animals. 4. Skill in methods and equipment used in the care and handling of common domestic animals. 5. Skill in proper cleaning methods and the safe usage of cleaning materials, disinfectants, janitorial tools and equipment. 6. Skill in use of minor

maintenance on hand and power tools and equipment used in custodial work. 7. Skill in methods and safety practices pertaining to work. 8. Skill in effective customer service practices.

**SUPERVISORY CONTROLS:** The Deputy Police Chief assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city ordinances and state regulations. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:** The work consists of related duties in the enforcement of animal control ordinances. Dealing with potentially dangerous animals contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to enforce animal control laws. Successful performance in this position contributes to the enforcement of relevant laws and in the humane care of animals.

**PERSONAL CONTACTS:** Contacts are typically with other city personnel, veterinarians, and members of the general public. While performing the duties, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; learn and apply new information or new skills; work under deadlines with interruptions; and interact effectively and appropriately with staff, other organizations and the public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color. The work requires the ability to routinely come in contact with animals of all types including but not limited to dogs and cats. The employee is frequently required to use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms.

**WORK ENVIRONMENT:** The work is typically performed in an animal shelter. The employee may be exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. Work requires the use of protective devices such as masks, goggles, or gloves. The employee is regularly exposed to dead, diseased, sick, injured, unruly, vicious and/or dangerous animals in addition to exposure to parasites and infectious diseases. The employee occasionally works in outside weather conditions and is exposed to wet or humid conditions, fumes, toxic or caustic chemicals. The noise level is frequently loud when the employee is in the shelter areas.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

1. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. 2. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. 3. Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.