

TITLE: Animal Control Officer
DEPARTMENT: Police, City of Franklin

JOB SUMMARY: This position is responsible for enforcing animal control ordinances.

MAJOR DUTIES:

1. Patrols the city to enforce animal control ordinances.
2. Answers calls for service including stray dog and cat reports, nuisance animals, animal bites, rabies exposure, and wildlife complaints.
3. Investigates complaints concerning animal control violations.
4. Captures and transports domestic and wild animals.
5. Maintains the city animal shelter, including building maintenance, feeding of animals, cleaning cages, and animal care.
6. Oversees the adoption of animals.
7. Euthanizes animals as appropriate.
8. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

1. Knowledge of animal behavior.
2. Knowledge of city animal control ordinances.
3. Knowledge of state animal shelter guidelines.
4. Skill in the safe handling of domestic and wild animals.
5. Skill in the maintenance of an animal shelter.

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.

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.

WORK ENVIRONMENT: The work is typically performed in an animal shelter and outdoors. 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.

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.