

CITY OF CHICKASHA

OCCUPATIONAL TITLE: Animal Control Officer

OCCUPATIONAL CODE: 2115

DEPARTMENT/DIVISION: Police

GENERAL DEFINITION:

This is routine animal control work in the enforcement of ordinances of the City of Chickasha; it involves responding to complaints, patrolling residential and business areas, and the caring of impounded animals.

An employee in this class functions as the enforcement officer of the City's animal control ordinances with the objective of eliminating health and safety hazards and minimizing nuisances. This employee reports to and receives general direction from a Lieutenant in the Police Department.

Duties are performed under general supervision in accordance with established standards, policies, and regulations. This work may occasionally involve safety hazards and strenuous physical activity; and, occasionally involves the exercise of initiative and independent judgment.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items, listed below are not intended to be a complete listing of all essential functions and duties of this position.)

1. Enforce City ordinances and State Statutes regarding safety and environmental aspects of animals;
2. Respond to complaints and perform routine patrol of residential and business areas of the City to detect violations;
3. Catch and impound animals as required;
4. Care for impounded animals at the City's animal shelter;
5. Occasionally write citations for violations of City ordinances;
6. May make court appearances;
7. Prepare reports on daily activities;
8. Has considerable contact with complainants and animals owners';
9. Deal with a wide variety of animals, domestic and wild;
10. Maintain close contact with the City's contract veterinarian regarding the care of injured

MINIMUM QUALIFICATIONS:

1. Knowledge equivalent of a high school diploma and such training and/or experience as would provide the applicant with the below referenced knowledge, skills, and abilities;
2. Knowledge of animal behavior characteristics;
3. Working knowledge of the methods, techniques, and procedures to catch and impound domestic and wild animals;
4. General knowledge of City ordinances and State Statutes pertaining to health, safety, and environmental aspects of animals.
5. Knowledge of the geography of the City;
6. Ability to apply tact and diplomacy in the relationships with animal owners, complainants, and the general public in the application of enforcement responsibilities;
7. Ability to interpret and explain laws and regulations;
8. Demonstrated physical fitness abilities;
9. Ability to work with minimal supervision;
10. Must possess a valid Oklahoma Drivers license, and be insurance.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

1. Some exposure to unpleasant weather and requires continuous attention to safe working and operating procedures to ensure the safety of one's self and fellow citizens;
2. Must have the visual acuity to identify problems and detect danger;
3. Must possess the aural acuity to understand conversation in quiet and noisy environments, and understand radio transmissions;
4. Speech and hearing required to effectively transmit information via the radio, in court, and in person.
5. Must have the physical ability to climb stairs and ladders to make proper animal capture and mobility to crawl under low objects;
6. Exposed to animal bites, stressful situations, and offensive smells;
7. Must have strength to lift, pull and push 75 pounds on a frequent basis and larger weights on occasion;
8. Stamina to exert self throughout the day in all weather conditions.

SUPERVISION:

The Animal Control Officer performs under direct supervision of a superior officer at the direction of the Police Chief or his/her designee. The ACO reports to the Police Sergeant or Lieutenant of the shift assignment.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of Chickasha or myself may terminate my employment relationship at any time.