

ANIMAL CONTROL OFFICER

JOB DESCRIPTION

Classification Responsibilities: An Animal Control Officer's duties include enforcement of City codes and tasks related to the care, control, and licensing of animals within Mesa's boundaries. An Animal Control Officer answers calls and complaints, conducts investigations, gathers information, and issues citations for violations of animal regulations. A major responsibility is the enforcement of City codes such as: leash laws, livestock restrictions, licensing requirements, barking/nuisance and vicious dog ordinances, and Arizona Revised Statutes related to animals. An Animal Control Officer conducts animal rescues and abuse/cruelty/neglect investigations. Authority to issue citations is limited to violations of the City's animal control ordinances. An incumbent writes reports on violations, prepares reports, maintains records of animal bites and quarantines, and notifies involved persons of the outcome. Court testimony may be required against persons cited for violations. An Animal Control Officer works within Mesa's boundaries using a cell phone, radio, laptop computer, and specialized truck to locate stray animals, occasionally bag dead animals for pick up, and impound live animals. This class is responsible for performing related duties as required.

Distinguishing Features: An employee in this class works independently and is expected to organize work assignments to respond to a maximum number of calls. An Animal Control Officer must exercise independent judgment in dealing with not only a wide variety of pets and wild animals, but also in dealing with pet owners who may be angry, confused, and/or abusive. This class is supervised by an Animal Control Supervisor through the review of calls, reports prepared, warnings and citations issued, problems encountered, and overall results achieved. An Animal Control Officer must wear a uniform. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to two years full-time employment involving extensive public contact. Some (6 months - 1 year) experience with enforcement of policies, procedures, rules, and/or regulations. Some (6 months - 1 year) experience working with/handling animals.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to pass a psychological test battery. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualification. Graduation from high school or GED preferred.

ESSENTIAL FUNCTIONS

Communication: Explains numerous City ordinances and Arizona Revised Statutes pertaining to animal care, control, and licensing to the general public and City employees. Gathers information to resolve complaints. Answers inquiries. Testifies in court against persons cited for violations. Interacts with people who are confused, angry, or openly hostile when issuing citations. Prepares warnings and citations, and written reports in order to document violations.

Manual/Physical: Operates a three-quarter ton animal control truck requiring a standard Arizona Driver's License to patrol a designated area and to transport animals. Works in small, cramped areas in order to capture animals. Moves animals weighing up to 100 pounds short distances (2 - 5 feet) vertically in order to lift animals into the animal control vehicle. Works in a variety of weather conditions while capturing animals and enforcing ordinances. Enters data into a personal computer (PC) in order to draw up cases for on-view activities. Uses a snare pole and various animal capturing equipment including: a 22-caliber rifle, tranquilizer rifle and pistol, .410 shotgun, nets, traps, ropes, baton, capstun, and tranquilizer darts. Uses specialized, nonroutine, protective equipment when required to enter areas containing hazardous materials or large amounts of noxious animal excrement to rescue animals or conduct investigations. Operates a camera in order to photograph animals, animal bite victims, and property for the purpose of gathering evidence to support animal control violations. Distinguishes the full-range of the color spectrum in order to identify various animal breeds and accurately complete impound cards. Detects hazardous situations at work by hearing various animal noises and audible traffic sounds when working near moving traffic. Meets scheduling and attendance requirements.

Mental: Interprets and applies Mesa City Ordinances and the Mesa Animal Control unit's policies and procedures in order to enforce and explain animal control regulations. Prioritizes own work such as picking up sick/injured animals, and responding to animal bite reports and vicious dog calls. Learns job-related material in a classroom setting regarding public contact skills, safety, and the use of firearms. Learns job-related material through on-the-job training regarding dispatch procedures, the careful handling of animals, and the use of animal capturing equipment.

Knowledge and Abilities:

Knowledge of:

basic writing skills and the English language;
some procedures/practices for capturing and handling a variety of wild and domestic animals; and
the general principles of animal behavior.

Ability to:

maintain a high volume of work output with minimal supervision;
learn the physical geography of the City of Mesa;
interview persons with complaints and make proper disposition or direct them to proper authorities;

deal with the general public tactfully and courteously; and interact with other City and county law enforcement and/or animal control staff to establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Department Title 2/16

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PAY GRADE: 41

EEO-PSW

IND-8831

JOB FCTN-GEN

SWORN-No

INCREMENTS 47-200