

ANIMAL CONTROL OFFICER I

JOB DESCRIPTION

Classification Responsibilities: An Animal Control Officer I'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 I 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 I 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 prepares and writes reports on violations, 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 I 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 Animal Control Officer I is expected to exercise considerable initiative to work independently in the field and is expected to organize work assignments to respond to a maximum number of calls. An Animal Control Officer I must exercise independent judgment and discretion in dealing with not only a wide variety of pets and wild animals, but also in dealing with pet owners and residents who may be upset, confused, insulting, and/or abusive. The Animal Control Officer I is distinguished from the Animal Control Officer II by the latter's higher-level subject-matter expertise and responsibility for leading large-scale and high-profile or complex animal cruelty, hoarding, and related investigations; its responsibility for serving in a lead capacity and as a Field Training Officer (FTO) for new Officers; and its role as a training liaison. Work is performed under the general supervision of the Animal Control Supervisor through the review of calls, reports prepared, warnings and citations issued, problems encountered, and overall results achieved. An Animal Control Officer I must wear a uniform and a duty belt. 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. Graduation from high school or GED. Any combination of training, education, and experience equivalent to two years of full-time employment involving extensive public contact. Good (1 – 3 years) experience with enforcement of policies, procedures, rules, regulations, or court processes. Good (1 – 3 years) experience working with and handling animals.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a health physical screening, background investigation and polygraph are 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 Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must receive and maintain ongoing

certification on weapons. Must be able to successfully become certified as an Animal Control Officer by a nationally recognized organization such as National Animal Control Association (NACA) within two years of hire date.

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 Qualifications. Experience using a personal computer (PC) and various software including Microsoft Word and Excel is preferred. Completion of training or education related to animal behavior and various animal species is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Explains numerous City ordinances and Arizona Revised Statutes pertaining to animal care, control, and licensing to the general public, City employees, and other agencies. 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, citations, and written reports in order to document violations.

Manual/Physical: Operates a three-quarter ton animal control truck requiring a standard Class D Arizona Driver's License to patrol a designated area and to transport animals. Works in small, cramped areas in order to capture animals. Moves, lifts, and pulls animals weighing up to 100 pounds for short distances (5 - 100 feet) with the ability to lift them vertically into the animal control vehicle. Works in a variety of weather conditions while capturing animals and enforcing ordinances. Bends, stoops, climbs, traverses over various landscapes avoiding natural and manmade obstacles, walks or runs potential long distances, and repeats strenuous physical motion/activity when handling animals and necessary equipment. Enters data into a PC in order to create 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, OC spray, 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 and/or cell phone 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, Arizona Revised Statutes pertaining to animals, and the Mesa Animal Control Unit's policies and procedures in order to enforce and explain animal control regulations to sometimes irate and possibly volatile animal owners or other citizens. Prioritizes own work such as picking up sick/injured animals and responding to animal bite reports and vicious/aggressive dog calls. Learns job-related material during on-the-job training and 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;
basic computer usage and programs such as Microsoft Office;
procedures/practices for capturing and handling a variety of wild and domestic animals; and
the general principles of animal behavior.

Skill in operating standard office equipment such as printers, copiers, fax machines, scanners,
calculators, digital cameras, smart phones, etc.

Ability to:

maintain a high volume of work output with minimal supervision;
repeat strenuous physical motion/activity when handling animals and necessary equipment;
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.

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JOB FCTN-GEN

INCREMENTS 54-200

PAY GRADE: 44

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