

City of Commerce, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Animal Control Officer

Department: Police

Pay Grade: 104

FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for enforcing City of Commerce ordinances dealing with animal care, treatment, and impounding.

ESSENTIAL JOB FUNCTIONS

- Aids animals in distress by feeding starving animals and freeing trapped animals.
- and treatment.
- Drives vehicle to transport animals to animal shelters or receiving areas.
- Informs persons perpetrating inhumane acts of laws and penalties for violations.
- Keeps records and prepares reports.
- Observes areas of alleged violations and interviews available witnesses to determine if laws are being violated.
- Patrols city streets and answers animal control complaints.
- Performs dispatch and clerical duties as required; answers telephone and radio, routes calls, takes messages, and relays messages to the appropriate personnel.
- Performs school crossing guard duties as necessary.
- Picks up sick, injured, stray, vicious, or unwanted animals.
- Removes animals from inhumane conditions and transports them to shelters for care
- Reports animal mistreatment violators to supervisor; issues citations when warranted.
- Responds to and investigates complaints of cruelty and neglect charges and performs related duties to promote compliance with City of Commerce ordinances and laws regulating animal treatment.
- Performs other related duties as assigned.

QUALIFICATIONS

Minimum Education and Experience:

High School diploma or equivalent and one (1) year of related experience, or equivalent combination of education and experience.

Required Licenses or Certifications:

Valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Additional Requirements:

None

Knowledge, Skills and Abilities:

- Knowledge of relevant animal care and treatment laws and City of Commerce ordinances.
- Knowledge of humane animal care and treatment.
- Knowledge of animal capture, transport, and release techniques and methods.
- Knowledge of euthanasia and carcass disposal procedures.
- Skill in handling animals.
- Skill in public and interpersonal relations.
- Skill in maintaining records and reports.
- Skill in interpreting and applying applicable regulations.
- Skill in oral and written communication.

PHYSICAL DEMANDS

Must be able to perform work while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy animals and objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT

Work is typically performed in a vehicle and outdoors where the employee is exposed to unpredictable or vicious animals, dust, dirt, noise, contagious or infectious diseases, irritating chemicals, and inclement weather. The work may require the use of protective devices such as gloves.

The City of Commerce has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date