

CITY OF HARRAH

OCCUPATIONAL TITLE: Animal Control

OCCUPATIONAL CODE: 4001

DEPARTMENT/DIVISION: Planning & Community Development

SAFETY SENSITIVE: YES

GENERAL DEFINITION:

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

An employee in this class is in charge with enforcement 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 directions from the Planning & Community Development Director (PCDD).

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.)

- Enforce City ordinances and State Statutes regarding safety and environmental aspects of animals.
- Respond to complaints and conduct regular inspections of residential neighborhoods and business areas throughout of the City to identify and address violations.
- Catch and impound animals as required.
- Care for impounded animals at impound kennel and keep impound facility clean.
- Remove dead animals daily from city streets and public right of ways.
- Makes court appearances as needed.
- Prepare reports on daily activities.
- Has considerable contact with complainants and animal owners.
- Deal with a wide variety of animals, domestic and wild.
- Maintain close contact with the City's contract veterinarian regarding the care of injured and/or impounded animals.
- Do any and all other functions that may be required by the PCDD or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

- 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.
- Knowledge of animal behavior characteristics.
- Working knowledge of the methods, techniques, and procedures to catch and impound domestic and wild animals.
- General knowledge of City ordinances and State Statutes pertaining to health, safety, and environmental aspects of animals.

- Knowledge of the geography of the City.
- Ability to apply tact and diplomacy in relationships with animal owners, complainants, and the general public in the application of enforcement responsibilities.
- Ability to interpret and explain laws and regulations.
- Demonstrated physical fitness abilities.
- Ability to use, with accuracy, a dart gun, snares and traps.
- Ability to work with minimal supervision.
- Must possess a valid Oklahoma Driver's license and be insurance.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

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

SUPERVISION:

Animal Control performs under direct supervision of the Planning & Development Director.

EEO Class: Protective Service (PS/9199)

FLSA Status: non-exempt

Grade: H1-H2-H3

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 Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma is an Equal Opportunity Employer.