

City of Imperial Beach
POSITION DESCRIPTION

Title: Animal Control/Community Services Officer **Job Number:** 5045
Department: Public Safety Department **Workers' Comp Number:** 8810
Division: Public Safety **Union:** SEIU

GENERAL PURPOSE

To perform duties related to the enforcement of municipal ordinances governing the control of animals and assist with parking enforcement.

DISTINGUISHING CHARACTERISTICS

This is a single-position class in the Public Safety Department responsible for enforcing animal regulatory codes, reporting to and receiving supervision/direction from the Public Safety Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Safety Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Animal Control

- Enforce State, City and local animal control laws and codes by patrolling City streets and picking up live and/or dead animals; transporting animals to the shelter.
- Explain ordinances relating to keeping and caring for animals to the public; issue citations for violations of the animal control ordinance; appear in court on cases involving violations of animal regulations/State Humane Laws; place animals in quarantine in cases of suspected rabies.
- Respond to calls of injured and stray animals, barking dogs, off-leash and sanitation violations; take appropriate action; respond to animals locked in cars without proper ventilation, food, or water.
- Investigate complaints of cruelty to animals, stolen animals, disturbing the peace and animal bites.
- Develop, coordinate, and conduct animal control related events and programs such as rabies clinics, presentations to local groups, schools and citizens pertaining to proper guardianship and care of animals, and animal control laws and ordinances, and licensing programs.
- Issue dog licenses; receive and records payment for licenses, adoptions, relinquishment of ownership, and quarantine.
- Maintain records and prepare comprehensive reports; respond to emergency call during off-duty time.
- Assist in hand injection euthanasia of diseased and/or unclaimed animals; feed and water animals; clean kennels; assist in the disposal of diseased and unclaimed animals.
- Assist in providing information, capture and impoundment of sick, injured, trapped, or vicious domestic and wild animals; tranquilize aggressive and stray animals; return wild animals to their natural habitat.
- Quarantine animals involved in biting incidents; euthanize sick and injured animals; transport animals to the County animal shelter; assign kennels; return licensed animals to their owners.

Parking Enforcement

- Conduct parking enforcement including patrolling and issuing citations as appropriate.
- Prepare and maintain a variety of records and reports; prepare reports and records of daily activities.
- Maintain vehicle and equipment in proper working condition; clean and repair vehicle and equipment as necessary.
- Build and maintain positive working relationships with co-workers, other city employees, and the public using principles of good customer service.
- Perform other duties of similar nature or level as assigned.

DESIRED MINIMUM QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in this specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in this specification. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of

- Animal behavior
- Various breeds of dogs and the methods of handling small animals
- Techniques and procedures for the safe, humane, and efficient handling of animals
- Principles and practices of customer service and conflict resolution
- Applicable laws, codes, ordinances, and regulations governing the licensing
- Proper care, treatment, and impounding of animals
- Proper English usage, spelling, grammar, and punctuation
- Computer equipment and software applications related to assignment

Ability to

- Learn to enforce animal regulations and parking ordinances
- Use tools to capture, restrain, and transport animals
- Keep records and prepare reports
- Administer animal first aid and lethal injections
- Ability to learn parking enforcement and related laws and city ordinances
- Operate computer equipment and software applications related to assignment
- Read and interpret street maps
- Communicate clearly and concisely, both orally and in writing
- To manage irate customers and difficult situations in an effective manner
- Establish and maintain effective working relationships with those contacted in the course of work
- Work with various cultural and ethnic groups in a tactful and effective manner
- Learn to perform self defense techniques

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education

- Equivalent to the completion of the twelfth (12) grade.

Experience

- One year of responsible experience in the care and handling of animals.

LICENSE AND CERTIFICATE

- Possession of a valid "C" California driver's license with a satisfactory driving record.
- Peace Officer Penal Code 832 Certificate must be obtained within 12 months of employment.

WORK AND PHYSICAL ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical

- On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; drive a pick-up truck; use hands and fingers to grasp and use various types of animals restraint and capture equipment tools; make repetitive hand and body motions; twist and reach below and above shoulder.
- Must be able to maneuver in tight places such as crawl spaces or under a building and be able to climb ladders, step and climb over obstacles to catch animals.
- Communicate over a radio, or telephone; hear communications via radio; telephone or in person; respond to inquiries; use a computer keyboard; re-interpret and write simple and complex reports; testify in court and respond to emergencies.
- Must be able to lift and carry injured or dead animals weighing over 100 lbs.
- See in the normal vision range with or without correction; hear in the normal range with or without correction.
- Must be able to perform self defense techniques.

Environment

- Work is performed outdoors with exposure to wet, cold, windy, hot and/or humid conditions.
- Job requires frequent exposures to loud animal noises, odors, pet dander, diseases and dangerous animals.
- Daily contact with to a variety of domestic and wild animals that can result in exposure to potentially hazardous or volatile situations; may be exposed to animal body fluids in caring for animal needs.
- Entails daily contact with the public while performing both animal control and parking enforcement.

TOOLS AND EQUIPMENT

Operate various machinery, equipment, and tools associated with animal control activities, which may include an animal control truck, animal capture/restraint equipment, animal traps, catch poles, tongs, grabbers, carrying cases, hooks, harnesses, collars, nets, animal stretcher, leashes, tranquilizing equipment, mechanical tools, first aid equipment, gloves, radio communications equipment, and digital camera. Operate basic office equipment, including office telephone, personal computer, printer, 10-key calculator, facsimile, copier, and postage machine.