



## CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

### **Title: Animal Control Officer**

Department: Fire

### **GENERAL PURPOSE**

Performs general/specialized work functions associated with providing effective and efficient animal control and enforces state and local animal control code ordinances to include investigation of complaints, violations, and inspection activities.

### **SUPERVISION RECEIVED**

Under general guidance, reports to the Fire Marshal.

### **SUPERVISION EXERCISED**

None generally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Enforces the provisions of all applicable animal control ordinances, laws, and regulations; initiates any actions necessary to correct deviations or violations; issues warning notices or ordinance summons/citations as appropriate.

Responds to incoming calls concerning various animal issues, such as animal bites, potential animal cruelty/abuse, animals in distress, stray/nuisance animals, barking dogs, wild/dangerous animals, sick/injured animals, loose livestock, animal behavior problems, or animal control laws; provides information and assistance; mediates/resolves citizen disputes; conducts investigations and performs follow-up as appropriate.

Investigates complaints of animal bites or animal cruelty; files animal bite/cruelty reports; determines whether court action is appropriate for animal cruelty cases; assists in preparing for court cases and participates in court activities as needed.

Patrols City roads to locate and pick up stray animals and to look for animal control violations; enforces leash laws, signage of guard/attack dogs, etc.; assists animals in problem situations; captures domestic, dangerous, or aggressive animals; sets animal traps; loads animals into cages; transports animals to animal shelter, veterinarian offices, or other locations; assists law enforcement by removing animals from accident scenes or crime scenes.

Processes captured animals; handles, lifts, and carries animals, restraining as appropriate; handles frightened, fractious, and injured animals; assigns and transports animals to kennels; prepares and maintains all related documentation.

Provides information and education to the public concerning animal control issues, city ordinances, humane treatment of animals, animal behavior problems, or other animal services issues; makes presentations to civic groups and community organizations.

Prepares or completes various forms, reports, correspondence, booking logs, purchase orders, DHEC reports, incident reports, victim/witness statements, impound invoices, summons, time sheets, compliance notices, or other documents.

Receives various forms, reports, correspondence, animal and veterinarian's records, jury trial paperwork, bring logs, incident reports, vehicle maintenance reports, animal/booking logs, court case paperwork, subpoena paperwork, laws, codes, ordinances, manuals, maps, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, City employees, police/fire personnel, other animal control agencies, humane society staff, veterinarians, local businesses, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge and awareness of applicable laws/regulations; maintains an awareness of new procedures, trends, and advances in the profession; attends conferences, workshops, and training sessions as appropriate.

Collects, evaluates, records, and preserves evidence; interviews witnesses and gathers information; takes and files photographs to document violations.

Issues code compliance notices, official correction notices, citations and/or summonses to violators.

Serves citations via certified mail or in person; prepares evidence for court cases; testifies in court as needed; and performs follow-up site inspections as needed.

Maintains records of enforcement activities; enters data into computer systems, etc.

Remains on 24-hour call status.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

## **PERIPHERAL DUTIES**

Maintains, cleans, and disinfects truck, cages, and kennel areas; provides for the care of animals in kennel including obtaining food and supplies.

Assists with animal control at major incident scenes when requested.

Performs other related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- a) High school diploma or GED; and,
- b) One year of experience in handling shelter animals or animal control enforcement; customer service or related field; or
- c) Any equivalent combination of training, education, and experience, which provides the required knowledge, skills, and abilities.

- d) Successful completion of animal control certification to include tranquilizing and apprehension within 1 year.

Necessary Knowledge, Skills and Abilities:

- a) Knowledge of: adopted animal control and regulations; and;
- b) Skill in the operation of the listed equipment and enforcement of codes;
- c) Ability to: establish effective working relationships with citizens, property owners, general public, supervisor and co-workers; communicate effectively, orally and in writing; interpret, explain, and apply applicable codes, inspection methods, relevant laws and departmental rules and regulations.

**SPECIAL REQUIREMENTS**

- a) Must possess and maintain a valid South Carolina driver's license.
- b) May be able to possess and maintain required additional certifications.

**TOOLS AND EQUIPMENT USED**

Animal control truck, animal restraint equipment, chemical immobilization equipment, animal traps, or other tools, camera, a personal computer, cell phone, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

**PHYSICAL DEMANDS**

The physical demands described here 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 functions.

Work is performed in both an office settings and in the field; outdoor work is required in the inspection of various properties throughout the City for animal control/codes. Hand-eye coordination is necessary to operate a motor vehicle, computers, and various pieces of office equipment, perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or walk; talk or hear.

The employee must frequently lift and/or move objects 20 to 50 pounds and occasionally lift and/or move more than 165 pounds in certain situations. Must be able to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry and push, pull or otherwise move objects. Must be able to remain on feet for periods of time, withstand uncomfortable or dangerous physical conditions at fire scenes, and perform manual tasks. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, unsafe structures, heights, machinery, traffic hazards, bright/dim lights, animal/wildlife attacks, or rude/irate customers.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interviews and reference check; drug screening and medical examination; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.