



CITY OF
HEREFORD

JOB ANNOUNCEMENT

JOB #006-24

The City of Hereford will accept applications for the following position:

ANIMAL CONTROL OFFICER

Salary: Range 4 (\$3,160.00 - \$3,841.00 per month)

An employee in this classification will be responsible for patrolling the city enforcing City of Hereford ordinances related to animal control; impounding animals at-large; and performing other duties as may be required some of which are listed on the attached Job Description.

Employee will report to the *Police Patrol Lieutenant*

The applicants chosen for this position will be required to submit to a pre-employment drug test.

This job is open to *anyone*.

Applications will be accepted *until job is filled*.

The City of Hereford is an Equal Opportunity Employer.

All employees of the City of Hereford are employees at will and as such have no property interest in employment or any expectations of continued employment, promotion or any personnel benefits including but not limited to sick leave, vacation leave, compensating time off and disability, life and group health insurance.

ANIMAL CONTROL OFFICER

DESCRIPTION OF WORK

Job Summary: Patrols the City enforcing City ordinances related to animal control; impounds animals at-large; and performs other duties as may be required.

Supervision Received: Work is performed under the immediate direction of the Police Patrol Lieutenant.

Supervision Exercised: None.

EXAMPLES OF ESSENTIAL DUTIES

Patrols the City, impounds stray animals or animals that are in violation of City ordinance.

Responds to complaints and calls for assistance regarding stray, loose, unlicensed, noisy, neglected, abused, sick and/or injured animals.

Sets traps for and removes captured animals.

Tranquilizes animals using various approved drugs.

Prepares daily and monthly reports of animal control activities.

Contacts owners of impounded animals.

Issues warnings and citations to animal owners for ordinance violations.

Maintains animal pound facilities including the feeding and care of animals.

Removes dead and injured animals from streets.

Keeps records and files.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of City ordinances, rules and regulations related to animal control; knowledge of common animal diseases and behaviors; knowledge of basic animal breeds; knowledge of the proper and safe use of tranquilizing drugs; knowledge of animal restraint and care techniques; knowledge of City streets.

Skills: Skill in using animal traps and other equipment for restraining and/or capturing animals; skill in driving a light truck or pickup; skill in handling and physically restraining or apprehending animals.

Abilities: Ability to interpret ordinances and policies related to animal control; ability to follow oral and written directions; ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public; ability to communicate effectively both verbally and in writing.

Education: High school graduate or GED.

Experience: None.

Any work-related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to prolonged periods of sitting and driving and is frequently required to stand, run, walk, reach, climb, kneel, stoop, and bend over. The employee must have adequate manual dexterity to operate traps, snares, and other animal capture equipment. The employee must have normal vision and hearing. The employee must frequently lift and/or move objects and animals up to 25 pounds and occasionally lift or move more than 50 pounds. The employee will work both indoors and outdoors in extreme temperatures including heat, cold, and during inclement weather conditions. The employee is occasionally exposed to dangerous and rabid animals. The employee is also subject to personal risk while driving animal control vehicle.