

CLASS TITLE: ANIMAL CONTROL OFFICER I

PURPOSE OF THE CLASSIFICATION: Under general supervision cares for live animals, cleans shelter, performs euthanasia of animals, disposes of dead animals and performs a variety of duties involved in the operation of the municipal animal shelter and other related assigned duties.

ESSENTIAL TASKS:

- Monitors and cares for live animals at the animal shelter
- Moves animals as needed
- Accepts animal from citizens
- Performs euthanasia on unclaimed animals
- Disposes of animal carcasses by incinerator or by transporting to landfill
- Vaccinates animals up for adoption
- Communicates with citizens regarding the operation of the animal shelter and instructs citizens on how to find their animals
- Assists the Animal Control Officer II with impounding animals
- Loads dead animals into vehicle for disposal
- Maintains logs, records and reports
- Operates and maintains a variety of light automotive and lawn equipment
- Maintains the cleanliness of the building, grounds and animal cages

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED); and three (3) years of experience in the care and handling of animals; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the geography of the city; some knowledge of the care and feeding of animals; and good knowledge of the safety requirements of the work performed. Ability to perform manual labor under any weather conditions; ability to keep simple records; ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent standing and walking; occasional lifting, carrying, pushing and pulling up to 60 pounds or more; frequent balancing, handling and twisting; occasional reaching, bending, kneeling, climbing and smelling; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and obtain and maintain an Animal Euthanasia Technician Certification within eighteen months of hire date.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: animal waste/dead animals, flammable liquids, weather/temperature extremes, damp/wet surfaces, snow/ice covered surfaces, animal/insect bites, poisonous plants, toxic fumes/vapor/odors and high noises.

Class Code: 8540

EEO Code: N-07

Pay Grade: LT-15

Group: Labor and Trades

Series: Public Safety Technical

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Effective date: November 12, 2014