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
Effective date: November 12, 2014