

# HEWITT TEXAS

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**Job Title:** Animal Control Officer  
**Department:** Police Department  
**Location:** Public Safety Facility  
**Reports to:** Assistant Chief of Police  
**Date:** 2/8/2018

<b>Grade:</b> 11	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**Job Summary:** The basic function of the Animal Control Officer is to protect and serve the public by enforcing City of Hewitt animal control ordinances and state laws for the control, care, and protection of domestic and wild animals within City limits.

**Essential Functions:** Patrol streets, playgrounds, and parks to locate stray animals, promptly capture animals, and transport them to an animal shelter or return to owner if feasible. Remove stray dead, injured, or dangerous animals from both public and private property.

Serve the needs of customers through phone calls, electronic communication, and in person. Educate the public on animal control ordinances, policies, and procedures, including proper control and care of pets. Respond to complaints concerning animal problems including but not limited to: animals running at large, animal bites, and nuisance animals.

Investigate violations of animal control ordinances. Issue warnings, citations, and various criminal or civil notices as required. Maintain contact with the Police and Fire personnel to coordinate investigation activities and provide mutual assistance during emergency situations. Appear in court to testify regarding animal control cases.

Create accurate and detailed memos, letters, and reports. Ensure that all calls are logged. Maintain departmental equipment, supplies, and facilities. Carry out duties in compliance with Federal, State, and local laws and ordinances. Work an assigned shift using own judgement in deciding course of action being expected to handle an emergency situations without assistance.

<p>Maintain availability by radio or telephone for consultation on major emergencies. Perform other related duties as assigned.</p> <p>The Animal Control Officer must maintain a certain level of physical and mental fitness to safely and effectively perform the assigned duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>														
<p><b>Competencies:</b> Knowledge of animal care and handling principles and practices. Knowledge of common animal diseases. Knowledge of animal breeds and behavior. Ability to acquire knowledge of City animal codes and ordinances. Ability to apply independent judgement. Skilled in providing customer service.</p>														
<p><b>Required Education, Experience, and Qualifications:</b> High school diploma or GED. Possess a valid Texas Class C Driver's License. Must obtain State of Texas Basic Animal Control Certification within one year of employment. Requires pre-rabies exposure series upon hire.</p>														
<p><b>Preferred Education, Experience, and Qualifications:</b> State of Texas Basic Animal Control Certification preferred.</p>														
<p><b>Physical Requirements:</b> Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.</p> <table border="1" data-bbox="350 972 1403 1503"> <thead> <tr> <th style="text-align: center;">Sedentary <input type="checkbox"/></th> <th style="text-align: center;">Light <input type="checkbox"/></th> <th style="text-align: center;">Medium <input type="checkbox"/></th> <th style="text-align: center;">Heavy <input checked="" type="checkbox"/></th> <th style="text-align: center;">Very Heavy <input type="checkbox"/></th> </tr> </thead> <tbody> <tr> <td>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</td> <td>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</td> <td>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</td> <td>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.</td> <td>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</td> </tr> </tbody> </table>					Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input checked="" type="checkbox"/>	Very Heavy <input type="checkbox"/>	Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
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<p>Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.</p> <p>Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity. Occasional lifting and carrying of more than 100 pounds.</p>														
<p><b>Machines, Tools, and Equipment:</b> Patrol vehicle, animal restraint and capture equipment, radio, first aid equipment, safety equipment</p>														

**Expected Hours of Work:** Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Must be available to respond to after hour emergency calls.

**Work Conditions/Environmental Factors:** Work is typically performed in both a standard office and outdoor environment, with potential exposure to adverse weather conditions. Work is occasionally performed in close quarters and high and precarious places. Potential exposure to electrical shock, vibrations, fumes, airborne particles, infectious diseases, chemicals, and criminal suspects. The employee is constantly exposed to animals, some of which can be vicious.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice***

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_