

CLASS SPECIFICATION
Animal Control Officer

GENERAL PURPOSE

Under general supervision, enforces state and local laws and regulations regarding stray, dangerous and nuisance domestic and wild animals; investigates complaints regarding domestic and wild animals; patrols assigned areas; captures wild and domestic animals; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Animal Control Officers are responsible for performing routine to moderately difficult animal control duties. After initial training, incumbents take a full range of action in conformance with state and local laws relating to the safety, health, welfare and control of both domestic and wild animals. Incumbents have frequent interactions with the public to explain laws and regulations relating to the care and control of animals and may issue citations and/or notices in connection with violations. Work requires the application of approved methods, techniques, and devices in the pickup and capture of injured, sick and vicious animals to avoid or minimize personal risk. Incumbents may also humanely destroy animals in accordance with established procedures using approved methods.

Animal Control Officer is distinguished from Animal Services Operations Supervisor in that an employee in the latter class supervises the daily operations of animal control field staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below 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 this class.

1. Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild or diseased animals; investigates animal bites, arranging for proper identification and quarantine; approves and monitors home quarantine of biting animals in accordance with regulations.
2. Investigates complaints regarding animal cruelty and neglect; inspects premises where animals are kept to ensure that animals' food, water, sanitation and housing are adequate.
3. Explains to the public laws and regulations relating to the care and control of animals, filing of complaints and the operations and authorities of the animal shelter.
4. Issues citations for violations of applicable regulations; testifies in court regarding citations and disposition of complaints.

5. Patrols assigned areas in City vehicles; captures wild, stray and unlicensed animals for impounding; transports injured animals; under emergency conditions, destroys dangerous or grossly injured animals in the field or arranges for destruction.
6. Performs humane euthanasia in the field and at the shelter under authorized circumstances, using approved methods.
7. Prepares and submits investigative reports and daily activity reports; collects evidence on animal-related cases and appears in court when required.
8. Assists other agencies and City departments in emergencies.

OTHER DUTIES

1. Processes impounded animals by scanning for microchips, providing vaccinations and entering data into the animal inventory system.
2. Assists other enforcement agencies in emergency and enforcement activities involving animals.

QUALIFICATIONS

Knowledge of:

1. Basic species and breed identification of a variety of domestic and common wild animals.
2. Symptoms and behavior associated with rabies and other common diseases of animals.
3. Behavior and handling of common domestic and wild animals.
4. Proper animal-handling methods, techniques and equipment including methods for the capture of sick, injured or vicious animals.
5. Approved euthanasia methods and procedures, including the use of controlled substances.
6. State and local laws and regulations pertaining to the proper care and control of animals.
7. Safe work methods and safety regulations pertaining to the work.

Ability to:

1. Handle, capture and control animals humanely and effectively under stressful or emergency conditions.
2. Assess animal behavior and make effective decisions regarding handling, capturing or destroying the animal.
3. Identify symptoms and behaviors associated with rabies, distemper, parvo, upper respiratory infections, parasites and other common domestic and wild animal diseases.
4. Operate and maintain a wide variety of animal control tools and equipment.
5. Safely operate assigned vehicles.
6. Learn the street layout and topography of the City of Moreno Valley.

7. Administer euthanasia in a humane and gentle manner.
8. Understand and follow oral and written instructions.
9. Estimate necessary materials and equipment to complete assignments.
10. Exercise independent judgment and initiative without close supervision.
11. Prepare basic records and reports.
12. Read and interpret laws, regulations, manuals and other materials.
13. Safe work methods and safety regulations pertaining to the work.
14. Establish and maintain effective working relationships with animal owners, the public and others encountered in the course of the work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of experience in the care and handling of animals; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Possession of a valid California driver's license, and the ability to maintain insurability under the City's vehicle insurance policy.

A California Penal Code Section 832 certification, or the ability to obtain certification within six months from date of hire.

Ability to obtain a State Humane Academy certification and certification in euthanasia administration.

Employees are assigned to work on weekends and holidays and are subject to emergency call-outs.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made on an individual basis to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve basic problems; use simple math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with interruptions; and interact with animal owners, the public and others encountered in the course of the work.

WORK ENVIRONMENT

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

The employee frequently works in extreme outside weather conditions and on slippery and uneven surfaces. The employee is often exposed to dangerous, injured or diseased animals. The employee is frequently exposed to wet or humid conditions, fumes or airborne articles, toxic or caustic chemicals, zoonotic and other communicable diseases. The noise level in the work environment is frequently loud within confined areas. Employees may be required to serve on call and may be subject to emergency call-out on evenings and weekends.