

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: ANIMAL CONTROL OFFICER (Job Code 025).

GENERAL STATEMENT OF JOB

Under general supervision, is responsible for enforcement of animal control laws and regulations. Work is reviewed through observation and written reports for adherence to established policies and procedures. Performs related work as required.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Responds to complaints and calls concerning loose, stray, sick and dead animals, and enforces all animal control rules and ordinances.

Patrols area of responsibility to ensure quick and effective response for stray or dangerous animals, picking up animals and transporting to appropriate facilities.

Assists City and utility employees with dangerous animals on property where work is being performed.

Issues courtesy notices to residents on various animal control violations such as strays and barking dogs.

Issues notices of violations and citations.

Maintains positive public awareness by providing citizens with assistance and information regarding the care of pets and animals.

Sets traps in order to catch vicious or stray animals, and checks traps on a regular basis, removing animals from traps and handling accordingly.

Operates City animal control truck in the performance of duties.

Issues proactive and reactive courtesy notices to both the public and private sector regarding city ordinances, codes, etc.

Performs research and investigative work in determining extent of violation and non-compliance, and in preparing cases for judicial process.

May perform the duties of Code Compliance Officer as necessary.

Performs related work as required.

Performs emergency response duties as necessary

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, and two (2) years full-time work experience with Animal Control or closely related field. Must successfully complete all applicable Civil Service requirements. Must possess and maintain a valid Florida Driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (10 – 20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) or data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and City administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak in poise, and voice control.

Numerical aptitude: Requires the ability to add subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color depending on specific assignment.

Interpersonal Temperament: Requires the ability to deal effectively with people in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local codes and ordinances, or the means by which to access each.

Has thorough knowledge of animal control laws, regulations, and ordinances.

Knowledge of report and record keeping principles and techniques.

Has considerable knowledge of safe and effective animal handling procedures.

Knowledge of traffic laws and regulations.

Skilled in both written and oral communications for effective expression of clarity.

Ability to establish and maintain effective working relationships with supervisor, support staff, other departments, and the public this position interacts with.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

Ability to drive a passenger vehicle safely and locate addresses in the community.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of the job description.

Employee signature

Date