

CITY OF ROMULUS

Job Description

JOB TITLE: PART-TIME ANIMAL CONTROL OFFICER

Exempt: N/A
Salary Level: \$15.00 / hour
Location: Animal Shelter
Benefits: Non-benefitted position

Job Code:
Division: Non-Union
Department: Ordinance

Summary:

Under the supervision of the Director of Ordinance Enforcement and Animal Control, enforces state and city animal control laws and provides general assistance to citizens, county and city officials with animal related problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties maybe assigned.

1. Travels to various areas of the City of Romulus and bordering communities that the City of Romulus contract with to provide animal control services.
2. Conduct city dog census and checks for current licenses.
3. Captures and impound animals using a loop stick, snare, trap, and in cases of personal or public safety a tranquilizing gun.
4. Capture and impounds dangerous, vicious, sick or dying animals.
5. Investigates complaints such as unlicensed, strays or uncontrolled animals, investigate cases of farm animals killed by dogs and citizen complaints for neglect and cruelty to animals.
6. Enforces state animal control laws and local ordinances and issue citations for various violations, such as uncontrolled or unlicensed animals.
7. May testify in court in cases regarding citations issued for animal cruelty, neglect or disease, unlicensed dogs, lawsuits brought against the city and other ordinance violations.

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Americans with Disabilities Manual

Equal Employment Opportunity Act

8. May investigate animal bites and may impound animal or quarantine to property for ten-day period. Explains State Dog Laws to owners as well as procedures for quarantine. Refers citizens to hospitals or their physician for treatment of animal bites. Conduct examination and releases animal after quarantine period.
9. Picks up dead or injured animals from city streets or other location.
10. Transports animals to the City Animal Shelter, removes same and cleans and disinfects trucks and equipment. Provide Euthanizations, maintain and dispose of carcasses according to departmental policy and procedures and record the disposition of animals as required.
11. Cleans cages and kennels, and feeds animals. Cleans and performs maintenance activities on equipment, buildings, grounds and vehicles, as required.
12. Attends to citizen complaints regarding rodents, conducting field inspections, assisting residents with prevention techniques, examination procedures and related safety measures.
13. Keeps logs and maintains records on daily activities and prepares summary reports on dog quarantines, citations issued, dogs impounded and unusual situations involving the public, enforcement and animal control.
14. May be required to work irregular shifts and or be on 24 hour emergency call due to staffing or as need arises.
15. Performs other related duties as assigned. The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE:

Education: Possession of a high school diploma or its equivalent.

Experience: This is an entry level classification, no specific prior experience is required. Six months break-in period.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan vehicle operator's license.

OTHER SKILLS and ABILITIES:

Successful completion of the animal control training program sponsored by the Michigan Department of Agriculture is a desirable qualification for this classification.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, extreme cold, and extreme heat. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

COMMENTS:

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

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