



## **CITY OF CALEXICO**

### **CLASS TITLE: ANIMAL CONTROL OFFICER**

**MONTHLY: \$3,549 - \$4,313**

**RANGE: G-21**

### **BASIC FUNCTION:**

Under the direction of an assigned Police Lieutenant, perform a variety of enforcement duties to assure compliance with municipal codes and laws regulating the transportation, care and impounding of animals; provide information and assistance to the public in areas related to animal control.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Enforce municipal ordinances governing the transportation, care and impounding of animals; drive a vehicle to patrol assigned areas; capture and impound deceased, sick, injured, stray or trapped domestic and non-domestic animals.

Respond to and investigate complaints from the public regarding stray, sick, injured and abused animals; investigate cases of cruelty, neglect, abandonment, animal bites and barking dogs; prepare citations for violations of applicable laws and codes.

Remove deceased animals from City properties and other locations; provide assistance to the public in trapping domestic and wild animals.

Prepare and maintain a variety of files, records and reports regarding impounded animals, animal bites, quarantines, investigations, citations and others as assigned.

Drive a vehicle to transport stray animals to City animal shelter; transport animals to the clinic to euthanize unclaimed animals in accordance with established procedures.

Investigate public complaints and locate violations of the City's animal control ordinances; seek abatement of violations through both verbal and written contacts with the public.

Quarantine animals as necessary in accordance with municipal regulations; notify media such as newspaper and radio as needed regarding loose or dangerous animals.

Clean and disinfect animal housing kennels; maintain the pound in proper working condition.

Feed animals and release animals from pound; collect appropriate fees.

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Operate various animal control tools and equipment including a catchpole, traps, hoses and others; operate standard office equipment.  
Respond to emergency calls during off-duty times.

**OTHER DUTIES:**

Assist in animal vaccination clinics as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, equipment and materials used in animal care, control and shelters.  
Various breeds of animals and the methods of handling small animals.  
Record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Health and safety regulations.

**ABILITY TO:**

Learn laws and regulations governing the licensing, quarantining, impounding, and care of animals.  
Learn animal control regulations, techniques and enforcement.  
Establish and maintain cooperative and effective working relationships with others.  
Observe legal and defensive driving practices.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Prepare and maintain files and reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by one year of experience in the care and handling of animals.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor working environment.  
Seasonal heat and cold or adverse weather conditions.  
Driving a vehicle to conduct work.  
Emergency call-out.  
Exposure to foul odors from dead animals.

**PHYSICAL DEMANDS:**

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Walking, sitting or standing for extended periods of time.  
Seeing to perform assigned duties.  
Dexterity of hands and fingers to operate specialized equipment.  
Lifting, carrying, pushing, or pulling heavy objects or animals.  
Climbing stairs and ladders.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Heavy physical labor controlling animals.  
Physical agility and stamina.

**HAZARDS:**

Traffic hazards.  
Potential for bodily injury from contact with wild, injured, stray and abandoned animals.