

City of
EDMONDS
Washington

SENIOR ANIMAL CONTROL/ORDINANCE ENFORCEMENT OFFICER

Department:	Police	Pay Grade:	NE 10
Bargaining Unit:	Law Support	FLSA Status:	Non-Exempt
Revised Date:	October 2012	Reports To:	Sergeant

POSITION PURPOSE: Under the supervision of a Sergeant, performs specialized work in the enforcement of animal control, parking, abandoned vehicles, illegal dumping statutes and other City Code statutes as assigned; responsible for handling all calls related to the capture or handling of domestic animals and some wildlife, including both dead and alive, aggressive and passive, injured or in need of rescue and the euthanasia of animals when necessary; collects animal redemption and adoption fees; supervises and provides work direction for the Animal Control Officer; oversees the Petfinder.com webpage, animal control and parking databases, and annual statistical reporting; maintains all supplies and ensures the maintenance of assigned vehicles.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises, coordinates and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects and programs; verifies that goals are achieved.
- Meets regularly with staff to discuss and resolve daily priorities, workload and technical issues; makes effective suggestions and recommendations and inspects work performed to assure quality work products and effective use of resources.
- Coaches and trains staff; coordinates and/or provides staff training as assigned and verifies that standards are met for productivity, efficiency, quality and customer satisfaction.
- Provides basic advice and counsel to staff within established authority and guidelines.
- Assists with the development or provides input into developmental work plans for staff and may participate in making recommendations for corrective actions, discipline and termination procedures as appropriate/necessary.
- Responds to calls from the public regarding animal complaints that include loose dogs, cats, injured animals, aggressive and passive animals, dead and alive animals and barking and unlicensed dogs.
- Enforces City and state animal control laws and ordinances; prepares police reports and issues citations utilizing police radios, mobile computers, emergency equipment, office and peripheral equipment, vehicles and three-wheeled parking scooters to accomplish work assignments.
- Interacts with a variety of people including: the general public, other City employees, City Council, City Attorney staff, fellow officers, other police/law enforcement agencies, other animal control agencies and the media, to communicate or exchange information and/or respond to inquiries and questions.
- Oversees and participates in the annual dog license renewal process; mails notices, receipts money and sends out licenses; maintains financial records and updates the database.
- Oversees and participates in the maintenance and updating of the Petfinder.com webpage for animals that are available for adoption at the current kennel facility used by the Police Department.

JOB DESCRIPTION

Senior Animal Control/Ordinance Enforcement Officer

- Maintains all animal control and parking records for statistical reporting to include: the monthly officer logs, animal impound log, ParkCite databases, and DogFir database; maintains the master schedule for the unit.
- Monitors and prepares appropriate paperwork as it relates to job related injuries and damage to City property and mentors the lower level staff in investigation processes.
- Performs euthanasia on cats and some injured wildlife as appropriate; participates in the euthanasia of aggressive, fractious and injured dogs with a veterinarian.
- Handles the disposal of dead animals as well as those that die at the shelter facility, on the streets, on private property and in homes
- Maintains the controlled substance drug log and is responsible for ordering the drugs and ensuring compliance with all state and federal laws concerning the handling, storing and use of the drugs.
- Maintains physical abilities as noted under Working Conditions (below).
- Performs other duties as assigned.

Required Knowledge of:

- Applicable animal control, parking and ordinance related codes, laws, rules and regulations.
- City geography and street locations.
- Safe and efficient techniques for capturing and controlling animals including: methods, equipment and materials used in animal care, control and shelters.
- Transportation and animal restraint procedures.
- Means of sheltering and caring for animals.
- Report preparation and record keeping techniques.
- Federal, state and local laws affecting area of assignment.
- Effective communication principles and practices to include public relations and customer service.
- Interpersonal skills using tact, patience and courtesy.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned duties.
- English usage, spelling, grammar and punctuation.
- Basic principles of supervision, training and performance evaluation.

Required Skill in:

- Supervisory and training principles, methods and techniques.
- Enforcing animal control, parking, and other related ordinances to ensure the safety and health of citizens and animals in the City.
- Working in a stressful environment with aggressive dogs and people to resolve conflicts.
- Safely apprehending and transporting animals.
- Conducting investigations.
- Conducting code interpretation and enforcement.
- Keeping complete, accurate records and preparing reports.
- Working cooperatively, courteously, but firmly with all segments of the public.
- Working with equipment, tools, and materials required in area of assignment.
- Establishing and maintaining cooperative and effective working relationships with others.
- Operating equipment and tools necessary to accomplish assigned work.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Current office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.

JOB DESCRIPTION

Senior Animal Control/Ordinance Enforcement Officer

- English usage, spelling, grammar and punctuation.

MINIMUM QUALIFICATIONS:

Education and Experience:

A graduate of an accredited High School with a diploma/GED and three years of experience in the care and maintenance of animals within an animal shelter, veterinarians office, or similar work environment that includes compliance and/or enforcement of laws and code, records maintenance, and providing lead work or supervision over staff or programs; OR an equivalent combination of education, training and experience.

Licenses or Certifications:

Valid Washington State Driver License.

Euthanasia Certification, Chemical Capture Certification, ACCESS Certification, and other related certifications may be required within a specified period of time after hire.

Must be able to successfully complete and pass background check.

May be required to successfully complete and pass other examinations as required by law or by city and department policies and/or Civil Service Commission Rules and Regulations, including a medical and psychological exam.

WORKING CONDITIONS:

Environment:

- Outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold, temperature changes and adverse weather conditions.

Physical Abilities:

- Ascending/descending stairs, walking, running or otherwise moving (including moving over rough or uneven surfaces to capture animals).
- Hearing, speaking or otherwise communicating to exchange information in person or by phone.
- Lifting/carrying, pushing or pulling heavy animals and other moderately heavy to heavy objects.
- Performing duties requiring physical endurance in running, climbing and lifting.
- Manual dexterity of hands/fingers to grasp, push, pull and otherwise utilize items such as injection needles/syringes.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling or crouching, reaching overhead, above the shoulders and horizontally, crawling, turning and twisting or otherwise positioning oneself to accomplish tasks.
- Climbing through open windows, over fences and other stationery obstacles.
- Driving an assigned work vehicle safety and satisfactorily in both emergency and non-emergency situations.
- Entering or exiting an assigned work vehicle rapidly in an emergency situation.
- Moving with sufficient agility to perform all animal control/code enforcement position functions.
- Physically controlling/containing various and sometimes feral animals including those resisting capture using appropriate and necessary equipment and/or tools, techniques including administering tranquilizers or euthanizing injections.
- Using and caring for department assigned equipment and tools such as traps, catch poles and tranquilizer rifles in a safe and appropriate manner as required by department regulations.
- Operating a computer keyboard and animal control equipment.

JOB DESCRIPTION
Senior Animal Control/Ordinance Enforcement Officer

Hazards:

- Exposure to potentially vicious animals, animal body fluids, and diseases from animal bites.
- Traffic hazards and driving a vehicle during adverse weather conditions.
- Working in and around moving traffic.
- Removing stray animals from streets and highways.
- Contact with dissatisfied or abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____