

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	ANIMAL CONTROL OFFICER
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform general/specialized work associated with providing effective and efficient animal control. Duties and responsibilities include enforcing animal control ordinances and regulations, responding to complaints involving animals, trapping/capturing animals, picking up injured or stray animals, investigating cases of animal bites or animal abuse, performing euthanasia of animals, answering telephone calls and dispatching staff, completing forms and maintaining records, and providing information and assistance. Reports to Animal Control Supervisor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces the provisions of all applicable animal control ordinances, codes, laws, and regulations; initiates any actions necessary to correct deviations or violations; issues warnings, notices, citations, summonses, and arrest warrants as appropriate.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Responds to and investigates incoming/dispatched calls concerning various animal issues, such as animal bites, potential animal cruelty/abuse, animals in distress, stray/nuisance animals, barking dogs, wild/dangerous animals, sick/injured animals, loose livestock, animal behavior problems, or animal control laws.

Prepares samples for state labs, bite notifications, bite reports, and other related forms as well as performs follow-up as needed.

Patrols county roads to locate and pick up stray animals; assists animals in problem situations; traps/captures domestic, wild, dangerous, aggressive, or injured animals; sets and monitors animal traps; loads/unloads animals into/out of cages; transports animals to animal shelter, veterinarians, or other locations; relocates displaced wildlife.

Handles, lifts, and carries animals, restraining as appropriate; handles frightened, fractious, and injured animals; checks animals for current license tags and for signs of rabies, disease, or other illnesses; checks animals into animal shelter.

Cleans and disinfects animal runs, kennels, cages, receiving areas, holding areas and laundry to ensure the health and well-being of the animal population.

Feeds and waters all animals in shelter.

Performs euthanasia of animals and administers vaccinations, anesthesia, as well as prescribed medications.

Prepares and forwards laboratory specimens for rabies testing or other testing as well as reviews laboratory reports.

Provides training, guidance, and assistance to co-workers, volunteers, public service workers, or others as appropriate

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Operates various machinery, equipment, laptops and tools associated with animal control activities, which may include an animal control truck, animal restraint equipment, animal traps, catch poles, nets, tranquilizing equipment, mechanical tools, or radio communications equipment.

Performs general/preventive maintenance tasks necessary to keep animal control vehicles, equipment and tools in clean and operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, washing/cleaning truck/equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of department equipment, tools, and supplies; ensures availability of adequate materials to conduct work activities

Prepares or completes various forms, reports, correspondence, logs, citations, or other documents.

Receives various forms, reports, correspondence, animal complaints, laboratory reports, policies, procedures, laws, codes, ordinances, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Assists with office activities as needed, which may include dispatching staff members in response to calls, processing animal adoptions, issuing/processing citations, handling rabies tags/books, and handling money from adoptions, rabies tags, and receiving donations.

Communicates with supervisor, employees, other departments, law enforcement personnel, other animal control agencies, veterinarians, the public, community organizations, lawyers, judges, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Records/relays messages or directs calls to appropriate personnel.

Provides information and education to the public concerning animal control issues, city ordinances, humane treatment of animals, animal behavior problems, or related issues; makes presentations to schools, civic groups, and community organizations.

Maintains a current knowledge and awareness of applicable laws, codes, and ordinances; maintains an awareness of new procedures, trends, and advances in the profession.

Dispatches Animal Control Officers based upon intake calls received.

Must work hours as scheduled.

Complete work at assigned work station as determined by supervisor.

Operates a county vehicle

Operates heavy equipment or machinery

ADDITIONAL FUNCTIONS

Investigates claims of abuse, neglect, or unsecured livestock animals.

Provides assistance to other employees or departments as needed to maintain the welfare of animals.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 2 months previous experience and/or training involving animal control or animal handling; or any equivalent combination of education, training, and experience which provides the requisite

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knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Must possess and maintain valid Euthanasia Certification. Must possess experience and knowledge in determining animal condition and health and has the ability to handle situations in a professional/tactful manner. Must also possess time management skills, including the capability to work productively in fast-paced environment, keep focus on several tasks at once, and be prepared for interruptions when needed to attend to more crucial matters. Must be able to effectively communicate knowledge and information to a non-technical audience. Must possess basic computer skills, including but not limited to word processing, email, and Internet.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stresses which require a range of safety and other precautions. This classification works in an environment that requires physical stamina and potential exposure to hazardous and stressful situations.

Employees are constantly required to stand, walk, sit, and key information into a computer. Employees must be able to operate all equipment. Employees will frequently perform duties in confined spaces.

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Tasks include walking, running, climbing stairs, standing, crouching, and crawling unassisted up to 8 hours in a work shift, and in some emergency situations may require prolonged periods of walking or standing for up to 8 hours without relief.

Due to the unpredictable nature of animal control work, all employees must be able to perform the full range of physical motion and may be expected to run short-medium lengths, including up or down terrain, at any time, and to have the physical and mental ability to assist in given situations.

Employees must be able to reach, bend, squat, push or pull, crouch, and crawl frequently. Employees must be able to perform all functions of an animal control officer, with or without reasonable accommodation. Employees within this classification are considered essential to the safe operation of the PAWS department.

Employees are to work as scheduled. Employees must be able to work various shifts, extended shifts, weekends, and holidays. Employees within this classification are subject to movement to alternate duty locations, such as hospitals, other stations, and based on agency need.

Sensory Requirements: Employees must be able to finger, grasp, and have sensation in their hands. Employees must have no restrictions to fumes, chemicals, or smells. Employees must have visual acuity not worse than 20/40 corrected in each eye and peripheral vision of 70 degrees horizontally in each eye. Employees require the ability to hear and differentiate sounds, with or without mechanical assistance.

Employees must have hearing in a pure tone average of not worse than 30 decibels (dB) 500, 1000 and 2000 Hertz (Hz), with or without mechanical assistance. Employees must not have hearing worse than 45 dB at 3000 HZ or 55 dB at 4000 Hz in each ear.

Some tasks require the ability to perceive and discriminate visual and auditory cues or signals. Some tasks require the ability to communicate orally. Employees must be capable of issuing clear oral commands that can be heard and understood in loud environments.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, violence, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Walking through the shelter and various work areas

Surface: pavement, concrete, carpet, tile, etc.

Estimated Total Hours: 5 **Maximum Continuous Time:** 2 hour

2. SITTING

Tasks: Sitting for computer work, meetings

Estimated Total Hours: 4 **Maximum Continuous Time:** 1 hour

3. LIFTING/CARRYING

Tasks: Carrying animals, supplies to various parts of the shelter

Objects: Animals, supplies

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs		X			
76-100 lbs			X		
>100 lbs			X		

4. PUSHING/PULLING

Objects: animals, trash, food containers, cages, cat litter

Height of hands above floor during push: most frequently chest level

5. CLIMBING

Tasks: cleaning top cages; rescue animals

Device: ladders, step stools

Height: 4-foot ladder to reach 8-foot cage; 6 to 10-foot-deep holes; 10+ foot trees

Frequency: daily; monthly

6. BENDING/SQUATTING/KNEELING

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Tasks: vaccinating, cleaning cages, laundry, calling animals, picking up animals, examining animals
Frequency: frequently, daily

7. REACHING

Tasks: cleaning, retrieving animals, laundry, dishes, litter pan, vaccinations, inventory, identification
Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Weekly	30 seconds per pan	2.5 lbs
21-36"	Straight and angled	Weekly	15 minutes	8 lb cat; 30 lb dog

* Litter pan set up and cleaning the cages

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes/ odors	X	
Cramped Quarters	X	
Cold Surfaces		X
Hot Surfaces	X	
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	25 % of time
Outside	75 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

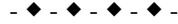
10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Included but is not limited to computer, phone, fax machine, copy machine, brooms, mops, scrub brushes, spray bottles, squeegees, latex gloves, needles, knives, catch poles, nets, muzzles, carriers, ladders, pooper scoopers, carts, vehicles, stretchers, ramps, animal traps

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		3-4 hours per day
Grasp	X		Frequently (90% of time)
Fine Motor (i.e. writing, twisting hands or wrist, etc.)	X		Frequently (90% of time)

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Full Legal Name (printed)

Employee's Signature

Date