The City of Weatherford, Oklahoma

POSITION: Animal Welfare Officer
DEPARTMENT: Police
REPORTS TO: Animal Welfare Supervisor
DOT (CDL) OR PHMSA: No
CALLBACK REQUIRED: Yes As Needed
DESCRIPTION:

FLSA STATUS: Non-exempt
PAY CLASSIFICATION: Part-time Hourly
SAFETY SENSITIVE: Yes
PAY GRADE:
UPDATED

This is responsible municipal code enforcement position in the enforcement of ordinances relating to animal control and care.

Work involves responsibility for responding to complaints, issuing citations for violation of animal control ordinances; capturing unlicensed, stray, and uncontrolled domestic and wild animals; transporting animals; and preparing necessary records. Work also involves assisting in the operating of the animal shelter, returning animals to their owners, facilitating adoption, or otherwise humanely disposing of the animal. Work is performed under the direction of the Animal Welfare Supervisor. Work is conducted independently in most cases, requiring the officer to exercise independent judgment in meeting various situations. Work is reviewed and evaluated through observations, reports and conferences.

ESSENTIAL FUNCTIONS:

- Patrols the City responding to stray animal complaints, catching stray animals, and following up on animal bite; prepares incident, bite, and activity reports.
- Picks up and removes dead animals; sees that animals are disposed of properly.
- Operates, cleans, and maintains the City's Animal Shelter and related grounds; administers injections to animals except for rabies; assists in euthanizing unclaimed stray animals.
- Provides publicity for the animal shelter and animal adoption programs; serves as an educator to school children and other groups regarding safe and humane treatment of animals.
- Will be required to operate and qualify with various weapons as required by Department policy.
- This position involves public safety and is a safety sensitive position.
- Issues written warnings and summons to court to serious ordinance violators; appears in court as necessary.
- Participates in the development of policies and procedures for the animal shelter and animal control ordinances.
- Performs routine vehicle, equipment, and facilities maintenance and repair work.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Will be compelled to maintain the confidentiality of private information.
- Practices and promotes a safe workplace.

QUALIFICATIONS:

- Graduation from high school (or GED); experience in work involving animal care and public contact; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

- Considerable knowledge of City ordinances and state statutes regarding animal care.
- Considerable knowledge of animal behavior and the proper techniques of animal care.
- Knowledge of the street layout and geography of the City.
- Ability to deal tactfully and courteously with the public.
- Ability to lead and direct subordinate personnel.
- Ability to communicate effectively, orally and in writing.
- Ability to perform physical work necessary for the handling and care of animals, and the maintenance of shelter facilities.
- Ability to maintain required records and to prepare reports using a computer.
- Ability to establish and maintain effective working relationships with other City employees.
- Ability to analyze situations quickly and objectively and to determine proper courses of action.
- Skill in the use of animal control equipment.

SPECIAL QUALIFICATIONS:

- Possession of a valid Oklahoma driver's license.
- Successful completion of Animal Welfare Training Academy curriculum.
- Successful completion of other continuing education requirements.

ENVIRONMENT:

- 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.
- The employee is frequently required to walk, sit, talk, hear, stand, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; bend, kneel, crouch, or crawl.
- The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outside weather conditions and is exposed to heat, cold, wetness, and noise. The employee is occasionally exposed to blood-borne pathogens, infectious diseases, and is exposed to diseased, neglected and dangerous animals.

ACKNOWLEDGMENT I acknowledge that I have read the job description and requirements for this position and I certify that I can perform these functions.

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Applicant Signature Date Witness

*Management has the right to add or modify the duties of this position at any time.