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City of Bridgeport

Washington

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ANIMAL CONTROL OFFICER JOB DESCRIPTION

Department: Public Works

Reports To: Mayor

Monthly Hours of Work & Rate of Pay:

October through March – 40 hours, \$720

April through September – 50 hours, \$900

JOB SUMMARY:

Performs patrol and investigation work limited to the enforcement of animal control ordinances and statutes; and oversees the care, maintenance and disposition of animals held by the City of Bridgeport.

WORK HOURS:

The Animal Control Officer is an officer of limited authority. The employee is responsible for working independently in this position to enforce local ordinances and applicable state laws. Working hours will include weekends and evenings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs field work in the enforcement of animal control ordinances and animal control statutes. Position requires driving animal control vehicle, walking long distances, running and working outdoors for extended periods.

Performs office work in maintaining related documents and records, including completing daily logs, printing notices, data entry, and filing. Ability to use all office equipment including personal computer, copy machine and cellular telephone.

Apprehends stray animals and responds to complaints involving stray dogs, barking dogs, or reports of alleged cruelty.

Investigates incidents and prepares written reports of investigations. Transports injured animals to veterinary clinic for treatment and attempts to locate owner.

Removes animal carcasses from public roads and property and transports animal carcasses for disposal.

Issues warning notices, notices of infraction and criminal citations for violations of animal control ordinances or statutes.

Posts animal photo and information using internet, paper, and other media to reunite pets and owners.

Attends any hearings pertaining to animal control violations, ordinances or statutes.

Attends training as directed and maintains any certifications applicable to the position.

Performs other duties as assigned.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; uses reason even when dealing with emotional topics.

Customer Service – Manages difficult, emotional or hostile individuals; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.

Written Communication – Writes clearly and informatively; ability to read, interpret and execute written information and ordinances.

Teamwork – Balances team and individual responsibilities; supports everyone's efforts to succeed; establishes and maintains effective working relationships with City personnel and the public.

Ethics – Works with integrity and ethically; upholds organizational values.

Organizational Support – Supports the goals and objectives of the City; follows policies and procedures.

Judgement – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; ability to enforce ordinances or statutes in a fair and impartial manner.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; provides quality services in a cost-effective manner and makes recommendations for improvements.

Professionalism – Approaches others in a respectful, tactful, pleasant, and courteous manner; reacts well under potentially difficult and emotional circumstances.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Able to deal with frequent change, delays, or unexpected events.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 of the position.

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS:

To perform this job successfully an individual must have the ability to operate a personal computer and software to enter data, access computer files, compile and generate reports.

TOOLS AND EQUIPMENT USED:

Ability to use and operate a motor vehicle, portable radio, catch poles, and animal traps. May use chemical capture equipment, Taser or pepper spray.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license and safe driving record, free from DUI, prohibitive negligent or reckless driving behavior for three years.

OTHER QUALIFICATIONS:

Applicant must be free from disqualifying criminal history, such as felony convictions or misdemeanor convictions which prohibit possession of dangerous weapons, cruelty to animals or crimes of deception.

PHYSICAL DEMANDS

The physical demands described herein 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 talk and hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds and sometimes heavier weights depending on the size of the animal. The employee must be able to exert the physical effort required to handle large and/or injured animals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and is occasionally exposed to wet or humid conditions. The employee is occasionally exposed to animal fluids, waste, dirt, water or other materials generally defined as filth. Noise level is moderate to occasionally very loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related competency test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Employee's Name (please print)