

CITY OF OAK HARBOR JOB DESCRIPTION

Job Title: *Animal Control (Welfare) Officer/Code Enforcement Assistance*
Department: *Animal Control Department*
Reports To: *Sergeant*
Status: *Non-exempt /Union (Police Association Non-commissioned)*

Job Summary:

Enforce State and City laws, ordinances and regulations relating to animal control. Patrol City and other assigned jurisdictions to respond to complaints/concerns. Protect the rights of animals and citizens. Conduct on going information programs. Interact and provide support for other City Departments with code issues. Although a separate City department, the position duties are carried out with considerable independence under the direction and supervision of the Police Chief or designee.

Essential Job Functions:

1. Patrol city for stray dogs, domestic and wild animals. Capture and transport animals to the City animal shelter or identified owner.
2. Capture and impound sick, injured, trapped or vicious domestic and wild animals. Assess risk and need to tranquilize and ability to use appropriate calming and control behaviors. Quarantine animals involved in biting incidents.
3. Enforce State, City and local animal control laws and codes. Issue citations for violations of ordinances.
4. Respond to calls of injured and stray animals, barking dogs, leash and sanitation violations and animals locked in cars without proper ventilation, food or water. Administer animal first aid.
5. Investigate reports of animal abuse and cruelty.
6. Dispose of dead animals.
7. Appear in court to present evidence and provide testimony on violations, citations and complaints.
8. Provide and maintain a variety of records and reports including reports and records of daily activities.
9. Courteously respond to public inquiries. Give presentations and provide animal control laws and ordinances information to the public (schools, community groups etc.).
10. Pursue citizen compliance with animal licensing regulations and other control regulations and ordinances.
11. Establish and maintain effective and cooperative working relationships with those contacted in the course of work (co-workers, supervisors, City officials, department managers and the general public, etc.) using good judgment, tact and courtesy.
12. Coordinate investigation and enforcement with other City Departments including the City Attorney, Building Inspector and Code Enforcement Officer, which may include the interpretation and enforcement of laws relating to nuisance complaints (i.e., weed issues, junk vehicles etc.).

Associated Job Functions:

1. Perform other duties as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of breeds of dogs, cats and other domestic and wild animals.
- Knowledge of and ability to perform basic animal collection and impoundment techniques (i.e., muzzling, traps, ropes, cages, lunge poles with nooses, tranquilizer gun etc).
- Knowledge of and ability to interpret and apply City laws and regulations relating to animal control and other City ordinances.
- Knowledge of English usage, spelling, grammar, vocabulary and punctuation.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to assess risk and need to tranquilize and ability to use appropriate calming and control behaviors.
- Ability to assess and respond or refer public inquiries, complaints and concerns.
- Ability to communicate effectively in a courteous and helpful manner in situations that are sometimes stressful.
- Ability to utilize a computer to complete required reporting.
- Ability to work independently with minimal supervision using problem-solving skills and good judgment.

Working Environment and Physical Demands:

Work is typically performed outdoors in all types of weather conditions, sometimes under hazardous conditions (i.e., highway traffic, at night etc.) with some office work for required reporting. Work requires manual dexterity, hearing and visual acuity (including color discrimination), hand-eye coordination, depth perception, crawling, climbing, bending, twisting, stooping, kneeling, running, walking, standing, and sitting for extended periods of time. There is risk of being bitten by an animal. Physical strength and ability to control, move or maneuver heavy animals.

Experience and Training Requirements:

- High school or GED equivalent, *and*
- Three (3) years applicable experience working with animals.
- Customer service (public contact) and problem solving experience.
- Proficient computer skills to complete reports.
- Valid Washington Driver's License and a good driving record.
- Must pass background check and driver's record check.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: 2/05 HR/PD

FLSA: Non-exempt

Revised: 04/2005, HR 7/10, HR 11/12, PD/HR 1/13, HR 5/15

Rep: Police Assoc-Non Com

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize work periods, or otherwise balance the workload.