

City of Columbus, Kansas
Job Description

Animal Control Officer

Department: Public Safety
Classification: Range 5
Reports to: Chief of Police.
Supervises: Volunteers only.

Position guides are intended to present the general character, level of competency, and scope of responsibility of all employees in this job class. The position description is *not* intended to list all job functions or reflect all duties performed within the job.

Statement of primary duties:

The primary goal of this position is to provide support services to the community, aiding in animal control, housing and welfare of domesticated animals within the city boundaries, and to assure proper licensing and adherence to city ordinances pertaining to animals.

Key responsibilities:

- Enforces local laws and ordinances related to animal control.
- Issues warnings and citations for animal violations.
- Operates and maintains city equipment, i.e. animal control vehicle, radios and animal control equipment.
- Maintains the city pound and addresses facility needs.
- Oversees euthanasia process and sees to the welfare of animals in the city's possession.
- Attends training related to job duties and seeks pertinent certifications.
- Performs cleaning duties at city facilities as necessary and other duties as assigned.

Experience and education guidelines *Any combination of experience and education that would likely provide the required knowledge, skills and abilities is acceptable. A typical way to obtain the knowledge, skills and abilities would be:*

- **Experience:** No previous law enforcement experience is required. Employee is expected to have acquired the necessary information and skills within six months of employment.
- **Education:** A high school diploma or GED is required. Attendance of trainings annually is necessary to maintain an adequate knowledge base.
- **License or Certificate:** A valid driver's license is required for the position. Certifications related to animal control will be acquired throughout the first year of employment and beyond.

Necessary knowledge, skills, and abilities:

- (A) **Technical Skills:** A thorough knowledge of all local laws and ordinances and some first aid are required. This employee must be able to safely & responsibly operate a city vehicle, two-way radios, and other law enforcement equipment. Must be able to read and interpret written instructions, maps, manuals, reports, and possess excellent communication, organizational and public relations skills.
- (B) **Financial Accountability:** This employee is responsible for the safe operation, custody & maintenance of departmental equipment, but does not participate in the annual budget process. This employee must be bondable.

(C) Personal Relations: Daily contact with general public, co-workers, and supervisory personnel is expected.

Tools and equipment used

Vehicle, animal catch pole, snake catch pole, live traps of various sizes and designs, pneumatic dart gun, manually load dart guns with medication and syringes, lawn mower, weed eater, power washer, incinerator, cleaning detergents for cleaning and sterilizing shelter and cooler.

Physical demands

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.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work environment

The work environment characteristics described here 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 near moving mechanical parts or in outside weather conditions. The employee is exposed to heat and cold, wet and/or humid conditions, fumes, toxic or caustic chemicals and excessive noise. This position contains an element of risk to personal safety.

Selection guidelines

Formal application; rating of education and experience; oral interview, background investigation, and reference check; drug screening exam; job related tests may be required. The employee must be 18 years of age at the time of employment and reside within Cherokee County within 6 months of hire.

The position 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.

Adopted June 17, 2019