



P. O. Box 239  
Lockhart, TX 78644

# Job Description Form

**Job Title: Animal Control Officer**

**Date: October 1, 2018**  
 Revised: September 23, 2015  
**Pay Range: \$11.23 - 14.09 - 16.95**  
**Pay Grade: 23 Non-Exempt**

**Brief Description of the Job:**

Pick up live and dead animals to keep the city free of road hazards and stray animals; enforce animal control ordinances; assist with all aspects of shelter operations and duties.

| Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below<br><b>Essential Functions</b>  | % of Time | Strength | Physical Demand Code                |
|--|-----------|----------|-------------------------------------|
| 1. Respond to citizen calls (about 15 per day) to pick up stray, dangerous or dead animals including domestic and wild animals, livestock, and snakes; remove dead animals from the road; respond to fire or police emergencies if animals are present; pick up live or dead animals in any other situation warranting removal, using catch pole & leash. Handle vicious animals safely.   | 50        | H        | B C D E F<br>G H J K M<br>N O Q R S |
| 2. Enforce the animal control ordinances; investigate bites; inform citizens of laws; issue citations; appear in court on behalf of the city. Educate animal owners about animal care and ordinances.  | 20        | L        | B C I                               |
| 3. Take calls in the animal shelter; log calls and activities; write reports. Assist other agencies as requested. Keep accurate records of shelter animals, intake and disposition.  | 5         | S        | B H I                               |
| 4. Feed and water animals in the shelter; clean cages and kennels; maintain shelter building and grounds; Vaccinate and worm animals as appropriate. Euthanize animals and dispose of their carcass. Provide basic first aid to injured animals. Recognize sick animals and determine best course of action, ie., treat or euthanize. Adopt animals to potential owners and follow up as required on spaying and neutering. Maintain animal control vehicle clean and sanitized. | 20        | H        | C D E F G<br>H K M N                |
| 5. Other duties as assigned.   | 5         |          |                                     |
|  | 100       |          |                                     |

A. STANDING    D. LIFTING    G. REACHING    J. KNEELING    M. BENDING    P. BALANCING    S. TALKING  
 B. SITTING    E. CARRYING    H. HANDLING    K. CROUCHING    N. TWISTING    Q. VISION    T. FOOT CONTROLS  
 C. WALKING    F. PUSH/PULL    I. FINE DEXTERITY    L. CRAWLING    O. CLIMBING    R. HEARING    U. OTHER:\_\_\_\_\_

**PHYSICAL DEMANDS**

**OVERALL STRENGTH DEMANDS:**

SEVENTARY \_\_\_\_\_ LIGHT \_\_\_\_\_ MEDIUM \_\_\_\_\_ HEAVY  X   
 VERY HEAVY \_\_\_\_\_

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

|              |            |                   |            |              |            |                  |            |
|--------------|------------|-------------------|------------|--------------|------------|------------------|------------|
| A. STANDING  | <u> F </u> | G. REACHING       | <u> O </u> | M. BENDING   | <u> F </u> | S. TALKING       | <u> F </u> |
| B. SITTING   | <u> F </u> | H. HANDLING       | <u> F </u> | N. TWISTING  | <u> O </u> | T. FOOT CONTROLS | <u> F </u> |
| C. WALKING   | <u> F </u> | I. FINE DEXTERITY | <u> O </u> | O. CLIMBING  | <u> O </u> | U. OTHER: _____  | <u> O </u> |
| D. LIFTING   | <u> F </u> | J. KNEELING       | <u> O </u> | P. BALANCING | <u> O </u> | THROWING         |            |
| E. CARRYING  | <u> O </u> | K. CROUCHING      | <u> O </u> | Q. VISION    | <u> F </u> |                  |            |
| F. PUSH/PULL | <u> F </u> | L. CRAWLING       | <u> O </u> | R. HEARING   | <u> F </u> |                  |            |

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMODATION.

| Physical Demand      | Description   |
|----------------------|---|
| SITTING:             | To drive around the city; to the refrigerator; to write reports and answer the phone in the office.   |
| WALKING:             | On all types of surfaces; primarily on dirt, asphalt or concrete; sometimes on rough terrain, rock or uneven ground.  |
| LIFTING:             | Dead and live animals; frequent weights of 10-60 pounds; occasional weights of 60 - 100 pounds or more, depending on animal; heavier animals, including livestock, can be moved by hoist to the back of a truck; most lifting is from ground level to the truck bed; occasional lifting of dog food, cat food, and litter of 80-100 pounds; occasional lifting of mobile cages to transport animals - 45 pounds plus the weight of the animal. Lifting from ground level to overhead. |
| HANDLING:            | To perform most aspects of the job.   |
| PUSHING/<br>PULLING: | Pushing animals to the back of the truck when picking up dead animals off the street or at a Vet Clinic; pulling to get animals out of the truck (animal weights as above under Lifting); to push open main gates of shelter - over 25 pounds exertion, at least 10 times/day; other gates & cage doors 20 pounds exertion.   |
| VISION:              | To observe animals; drive truck; complete paperwork.  |
| HEARING/<br>TALKING: | To communicate with the public; dispatcher to receive calls.  |
| Foot<br>Controls:    | To drive city truck.  |
| Twisting:            | To leash animals that resist.   |
| Reaching:            | Into the back of the truck or back of a cage to retrieve animals-at arms length or farther; occasional reaching overhead to retrieve animals from overhead cages, from trees, or other heights.   |
| Bending:             | To pick up animals from the street; feed and water animals; clean lower cages and kennels; pick up dog and cat food and litter; put tags on animals; inspect animals.   |
| Carrying:            | To put animals in the truck-may be close or several hundred yards if the animal is not close to the road; to take animals from the truck into the shelter or to dispose of dead animals usually-short distances; (weights of animals are described in LIFTING).   |
| Fine<br>Dexterity    | To complete reports; take messages; complete logs.  |

**PHYSICAL DEMANDS** (Continued)

**JOB TITLE: Animal Control Officer**

| Physical Demand         | Description   |
|-------------------------|---|
| KNEELING/<br>CROUCHING: | To pick up animals from the ground (10-20 times/day); to feed animals.                              |
| OTHER -<br>THROWING:    | To get animals as far back in the truck bed as possible so as to leave more room.                   |
| CLIMBING/<br>BALANCING: | To respond to calls at multiple story apartment buildings; rarely to retrieve animals from heights. |

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Binoculars, camera, telephone, radio, computer, catch pole, cat tongs, snake tongs, leash, rope and animal cages.

**ENVIRONMENTAL FACTORS**

Frequent work outside with exposure to cold, heat and humidity; frequent risk of physical injury from wild or mean animals; work is done in the middle of the street on average of once or twice per day; frequent vibration from riding in truck; occasional exposure to noise in shelter from barking dogs; occasional threats from agitated individuals; occasional exposure to carbon monoxide while euthanizing animals; frequent exposure to chemical substances used at animal shelter: Clorox and other cleaning supplies; Seven Dust, Amdro, Dursban, and other pest control chemicals; lime.

**PROTECTIVE EQUIPMENT**

Gloves/Apron

**NON-PHYSICAL DEMANDS**

Frequency Codes: F= Frequent O= Occasionally R= Rarely

|   |                  |   |                  |
|---|------------------|---|------------------|
| Time Pressures                          | <u>    F    </u> | Emergency Situations                          | <u>    O    </u> |
| Noisy/Distracting Environment           | <u>    O    </u> | Tedious Exacting Work                         | <u>    R    </u> |
| Performing Multiple Tasks Simultaneousl | <u>    R    </u> | Working Closely with Others as part of a Team | <u>    O    </u> |
| Danger/Physical Abuse                   | <u>    F    </u> | Irregular Schedule/Overtime                   | <u>    O    </u> |
| Frequent Change of Tasks                | <u>    R    </u> | Other (Description Below:)                    | <u>    R    </u> |
|   |                  | Verbal Abuse                                  |                  |

**JOB REQUIREMENTS**

**FORMAL EDUCATION**

High School diploma or GED required.

**EXPERIENCE**

Prefer some experience with animals.

**OTHER REQUIREMENTS**

Must posses a valid Texas driver license;

Basic Animal Control Certification is preferred or must be able to obtain it within 6 month probation period depending on class/course availability.

Must enjoy working with animals, and be compassionate.

Must have a clear criminal and driving record.

The applicant will be responsible for all aspects of the Animal Services Department including shelter operations and Animal Control duties.

The applicant will be self-motivated, be able to problem solve, and work with minimal supervision.

The applicant will be knowledgeable in animal diseases and care and must be able to interpret the state and local laws pertaining to animals.

The applicant should have some experience in report writing and entering information into a computer

**OTHER REQUIREMENTS (Continued)**

- Must have excellent communication, interpersonal, and organizational skills.
- Must be caring and sensitive and able to advocate for the animals.
- Must put forth an effort to rehome as many animals as possible.
- Must be able to scoop dog and cat feces and clean out cat litter boxes.
- Must be able to euthanize animals that are sick and/or injured, a danger to others or for overpopulation.
- Must be able to lift up to 100 pounds, stoop, bend, and stand for a long period of time.
- Must be able to work with and direct volunteers.

**SKILLS**

**READING**

Law books, legal decisions; city laws and ordinances; map information; memorandums and instructions; Departmental policies and procedures; Rabies Eradication Act; reports regarding animals; list of livestock owners.

**WRITING**

Record keeping of all activities; log of calls; account of altercations.

**MATH**

Basic math including addition, subtraction, multiplication and division; count animals; calculate food based on animal weights and age. Calculate medication based on animal weight.

**REASONING**

Analyze situations to determine violations of the law requiring issuance of a citation; understand safety procedures with animals.

**SUPERVISORY**

N/A

**MANAGERIAL**

N/A

**INTERPERSONAL**

Deal with the public; communicate in person and by phone to give information, explain animal control ordinances, obtain information concerning bites; handle irate or distressed individuals and make attempts to verbally calm them; communicate with other officers, court officials, and other agencies.

**SIGNATURES - REVIEW AND COMMENT**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

**I have reviewed the experience and qualification requirements of the job and I feel I am qualified.**

\_\_\_\_\_  
Applicant/Employee - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sean Kelly - Public Works Director

Department Head- Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_