

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ANIMAL CONTROL OFFICER

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform general/specialized work associated with providing effective and efficient animal control. Duties and responsibilities include enforcing animal control ordinances and regulations, responding to complaints involving animals, trapping/capturing animals, picking up injured or stray animals, investigating cases of animal bites or animal abuse, performing euthanasia of animals, answering telephone calls and dispatching staff, completing forms and maintaining records, and providing information and assistance. Reports to Animal Control Supervisor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces the provisions of all applicable animal control ordinances, codes, laws, and regulations; initiates any actions necessary to correct deviations or violations; issues warnings, notices, citations, summonses, and arrest warrants as appropriate.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Responds to and investigates incoming/dispatched calls concerning various animal issues, such as animal bites, potential animal cruelty/abuse, animals in distress, stray/nuisance animals, barking dogs, wild/dangerous animals, sick/injured animals, loose livestock, animal behavior problems, or animal control laws.

Prepares samples for state labs, bite notifications, bite reports, and other related forms as well as performs follow-up as needed.

Patrols county roads to locate and pick up stray animals; assists animals in problem situations; traps/captures domestic, wild, dangerous, aggressive, or injured animals; sets and monitors animal traps; loads/unloads animals into/out of cages; transports animals to animal shelter, veterinarians, or other locations; relocates displaced wildlife.

Handles, lifts, and carries animals, restraining as appropriate; handles frightened, fractious, and injured animals; checks animals for current license tags and for signs of rabies, disease, or other illnesses; checks animals into animal shelter.

Cleans and disinfects animal runs, kennels, cages, receiving areas, holding areas and laundry to ensure the health and well being of the animal population.

Feeds and waters all animals in shelter.

Performs euthanasia of animals and administers vaccinations, anesthesia, as well as prescribed medications.

Prepares and forwards laboratory specimens for rabies testing or other testing as well as reviews laboratory reports.

Provides training, guidance, and assistance to co-workers, volunteers, public service workers, or others as appropriate

Operates various machinery, equipment, laptops and tools associated with animal control activities, which may include an animal control truck, animal restraint equipment, animal traps, catch poles, nets, tranquilizing equipment, mechanical tools, or radio communications equipment.

Rutherford County, Tennessee • Animal Control Officer

Performs general/preventive maintenance tasks necessary to keep animal control vehicles, equipment and tools in clean and operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, washing/cleaning truck/equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of department equipment, tools, and supplies; ensures availability of adequate materials to conduct work activities

Prepares or completes various forms, reports, correspondence, logs, citations, or other documents.

Receives various forms, reports, correspondence, animal complaints, laboratory reports, policies, procedures, laws, codes, ordinances, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Assists with office activities as needed, which may include dispatching staff members in response to calls, processing animal adoptions, issuing/processing citations, handling rabies tags/books, and handling money from adoptions, rabies tags, and receiving donations.

Communicates with supervisor, employees, other departments, law enforcement personnel, other animal control agencies, veterinarians, the public, community organizations, lawyers, judges, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Records/relays messages or directs calls to appropriate personnel.

Provides information and education to the public concerning animal control issues, city ordinances, humane treatment of animals, animal behavior problems, or related issues; makes presentations to schools, civic groups, and community organizations.

Maintains a current knowledge and awareness of applicable laws, codes, and ordinances; maintains an awareness of new procedures, trends, and advances in the profession.

Dispatches Animal Control Officers based upon intake calls received.

Must work hours as scheduled.

ADDITIONAL FUNCTIONS

Investigates claims of abuse, neglect, or unsecured livestock animals.

Provides assistance to other employees or departments as needed to maintain the welfare of animals.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 2 months previous experience and/or training involving animal control or animal handling; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Must possess and maintain valid Euthanasia Certification. Must possess experience and knowledge in determining animal condition and health and has the ability to handle situations in a professional/tactful manner. Must also possess time management skills, including the capability to work productively in fast-paced environment, keep focus on several tasks at once, and be prepared for interruptions when needed to attend to more crucial matters. Must be able to effectively communicate knowledge and information to a non-technical audience. Must possess basic computer skills, including but not limited to word processing, email, and Internet.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 150 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, violence, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

PHYSICAL DEMANDS ANALYSIS

1. **STANDING AND WALKING**

Estimated Total Hours: 5 Maximum Continuous Time: 2

2. **SITTING**

Estimated Total Hours: 4 Maximum Continuous Time: 1

3. **LIFTING/CARRYING**

Objects: Animals

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs	X				
26-50 lbs	X				

51-75 lbs		X		
76-100 lbs			X	
>100 lbs			X	

4. PUSHING/PULLING

Objects: animals, trash, food containers, cages, cat litter

Height of hands above floor during push: most frequently chest level

5. CLIMBING

Tasks: cleaning cages; may rescue from manhole covers and trees as needed

Device: ladders, step stools

Height: 4 foot ladder to reach 8 foot cage

Frequency: daily; monthly

6. BENDING/SQUATTING/KNEELING

Tasks: vaccinating, cleaning cages, laundry, calling animals, picking up animals, examining animals

Frequency: frequently, several times a hour

7. REACHING

Tasks: cleaning, retrieving animals, laundry, dishes, litter pan, vaccinations, inventory, identification

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily	30 seconds per pan	2.5 lbs
21-36"	Straight and angled	45 times a day	15 minutes	8 lb cat; 30 lb dog

* Litter pan set up and cleaning the cages

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes/ odors	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	___25___ % of time
Outside	___75___ % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	

Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Including but not limited to computer, phone, fax machine, copy machine, two-way cell phones, pagers, brooms, mops, scrub brushes, spray bottles, squeegees, latex gloves, needles, knives, catch poles, nets, muzzles, carriers, ladders, pooper scoopers, carts, vehicles, stretchers, ramps, animal traps, snake tongs, scanners

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		3-4 hours per day
Grasp	X		Frequently (90% of time)
Fine Motor (i.e. writing, twisting hands or wrist, etc.)	X		Frequently (90% of time)

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date