

Job Description – City of Burleson

Job Title: Animal Control Supervisor
 Department: Animal Control
 Reports to: Director of Neighborhood Services
 Pay Grade: 124
 FLSA Category: Non-Exempt
 Schedule: 5 shifts per week; 8 hours each
 Date Revised: January 28, 2010

BRIEF DESCRIPTION OF THE JOB:

Supervise the operations, programs and staff of the animal services division assuring that humane standards and care are met for all animals.

ESSENTIAL DUTIES AND PERCENTAGE OF TIME SPENT ON EACH:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
L-VH	Provide premier customer service to internal and external customers by responding to requests in a timely and professional manner. Provides essential communication with citizens through both written and verbal contact.
S	Oversee office operations by calculating reports, writing and creating various documents and preparing correspondence, creation of SOP's and approving the payment of invoices. Collect and maintain data and records for the animal services division and report related information to administration as directed.
L-VH	Supervise and participate in activities required for provision of animal care from intake through disposition and for shelter care and maintenance.
L-VH	Coordinate necessary operations of the shelter by contacting vendors, shelters, rescue organizations and working with animal control officers.
S	Supervise personnel by participating in the interviewing and hiring process, coordinates opportunities for training employees, performing employee evaluations, and discipline of employees as necessary.
S	Research issues related to animal services including industry standards and practices in place at the local, regional, and national level and report those to the department director.
S	Develop budget requests and service plans for animal services. Administer the animal services budget, processing supply orders and invoices.
S	Actively seeks community support and develops the public education outreach program; creates and provides educational materials and training on the proper care of animals;
L-VH	Respond to calls for service including, but not limited to, investigating complaints, cruelty allegations or bite reports, locating lost pets, and retrieving injured, deceased or at-large animals.
S	Enforce animal control ordinances as well as State and federal laws governing animals, cruelty to animals, and rabies control. Adhere to City and department policies and procedures and administrative orders.
	Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise animal services officers, other shelter employees and volunteers.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and understanding of administrative orders, animal control ordinances, and Federal, State and local laws pertaining to animal control, especially as pertains to rabies control.
- Knowledge of chemical compounds used in animal control operations and knowledge of safety precautions associated with these chemicals.
- Knowledge of various animal breeds, types, and characteristics and their associated animal behavior.
- Knowledge of the principles and practices of effective supervision of personnel and provide sound organizational leadership.
- Skill in basic math and advanced computer software.
- Ability to lift, push, pull, and drag equipment and animals in excess of 100 pounds several times daily, capture and restrain all types of animals and detect signs of illness or injury to animals.
- Ability to learn the city streets and highways.
- Ability to make competent decisions under stress.
- Ability to communicate effectively, both orally and in writing, with citizens and other employees, including dealing in a pleasant manner with distraught and irate citizens

EDUCATION AND EXPERIENCE:

Required

- High School Diploma or equivalent is required,
- Four years experience in animal care and/or control.

Preferred

- Bachelor's Degree in a science field.
- Bilingual communication skills

CERTIFICATES AND LICENSES REQUIRED:

- Valid Texas Class "C" Drivers License with good driving record.
- Texas Department of Health Advanced Animal Control Certification or ability to obtain, within 90 days of hire or promotion.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Work indoors, outdoors, in confined spaces, on level, slippery, sloping, unstable and muddy terrain. Exposure to adverse environmental conditions to include inclement weather, fume, dust/mist, noxious odors, chemicals, solid waste substances, animal feces, urine, saliva, and animal blood. Exposure to insects, noxious plants, and snakes, assorted wildlife and vicious animals, and livestock.

TOOLS AND EQUIPMENT USED:

Computer, safety equipment, catch poles, nets, traps, shot gun, dart gun, vehicle, traps, leashes, grooming equipment, syringes, pressure hoses, mops, squeegees, and traditional office equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	F	Cleaning of shelter, checking animals, pursuit of animals. On occasion up to 10 miles per day.
Sitting	F	Patrolling of city streets in vehicle, doing administrative work, assisting with customer needs at front desk.

Lifting	F	Lifting large animals into vehicle up to 100 lbs., loading and unloading of dog food bags 50 lbs.
Carrying	O	Carrying small animals to truck 20 - 50 lbs. 15 ft or more. Carrying cat traps with animal inside 25 lbs.
Pushing/Pulling	O	Pulling large unruly animals into shelter and to vehicle 50 - 150 lbs., up to 5 ft or more.
Reaching	F	Reaching into shrub or trees to capture animals (full overhead extension). Reaching into washing machine to do shelter laundry.
Fine Dexterity/Handling	O	Shelter maintenance, replacing hinges and drilling holes.
Crouching/Crawling	O	Crawling on hands and knees to see under vehicles and sheds.
Climbing	O	Over fences in pursuit of animals. Up to 7 ft.
Twisting	R	When taking unruly dogs and cats to vehicle and shelter.
Kneeling	O	Kneeling down to get to the level of the animals for capture.
Vision	C	For all aspects of animal control especially safety.
Hearing/Talking	C	Communication with people and animals.
Running	R	In pursuit of animals.
Stamina	C	Animal Control requires stamina for short periods of time.
Foot Controls	O	To operate vehicle.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

C_time pressures

F_irregular schedule

C_frequent change of task

F_tedious exacting work situation

team

C_performing multiple tasks simultaneously

other: _____

F_emergency situations

F_danger/physical abuse

C_noisy/distracting environment

C_working closely with others as part of a

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.