

# City of Americus, GA



**Title: Animal Control Officer**  
**Class Code: 2108**

## JOB DESCRIPTION

### General Description:

The purpose of this class within the organization is to protect residents from dangerous and sick animals to ensure the pets of the community are provided humane care and responsible ownership.

### Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Enforces the provisions of all applicable animal control codes, ordinances, laws, and regulations; initiates any actions necessary to correct deviations or violations.
- Patrols city roads to locate and pick up stray animals or reptiles; assists animals in problem situations; captures domestic, wild, dangerous, or aggressive animals/reptiles; sets animal traps; loads animals into cages; transports animals to animal shelter, veterinarian offices, or other locations; relocates displaced wildlife; removes dead animals from roads.
- Responds to incoming calls concerning various animal issues, such as animal bites/attacks, potential animal cruelty/abuse, animals in distress, stray/nuisance animals, barking dogs, wild/dangerous animals, sick/injured animals, loose livestock, or other complaints; investigates complaints, mediates disputes, and initiates problem resolution; assists in locating lost animals.
- Handles, lifts, and carries animals, restraining as appropriate; handles frightened, fractious, and injured animals; checks animals for signs of rabies, disease, or other illnesses; cares for injured animals; disposes of dead animals.
- Operates various machinery, equipment, and tools associated with animal control activities, which may include a utility truck, animal restraint equipment, animal cages/traps, catch poles, nets, dart gun, snake tongs, pitchfork, electric drill, mechanical tools, speed trailer, floor buffer, and radio communications equipment.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

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- Receives, reviews, prepares or maintains various forms, reports, correspondence, police reports, complaints, laws, ordinances, manuals, maps, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Testifies in court as needed.
- Provides assistance to local veterinarians, local humane society, county agencies, or other individuals/organizations as needed.
- Provides training and direction to community service workers assigned to work detail in the department; maintains time records of community service workers.
- Communicates with supervisor, employees, community service workers, other departments, police/emergency personnel, court personnel, humane society personnel, veterinarians, county health department, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains a current knowledge and awareness of applicable laws/regulations; maintains an awareness of new methods, equipment, trends, and advances in the profession.
- Performs miscellaneous tasks as assigned or as needed, which may include running various errands, picking up supplies, washing department vehicles, performing minor repairs, or performing special work details.

### ADDITIONAL FUNCTIONS

- Performs various maintenance tasks associated with cleaning/repairing department facilities, which may include cleaning training center, cleaning/mopping floors, waxing/buffing floors, assembling furniture items, or performing minor repairs; provides assistance or support to other departments as needed, which may include transporting speed trailer used at roadsides, transporting stop signs when traffic lights are not working, assisting with setup for various City events/activities, or running various errands; performs other related duties as required.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in basic veterinary care, animal husbandry or closely related studies; Requires six months' experience in animal husbandry or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

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### Physical Demands:

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

### Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to toxic/caustic chemicals; animals/wildlife.

### Special Certifications and Licenses:

None.

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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