



## Salt Lake County Job Description

# Animal Control Field Supervisor

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**DEPARTMENT:** Public Works

**DIVISION:** Animal Control/4100

**JOB CODE:** 370 **GRADE(S):** 14

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 07/27/2015

**SAFETY SENSITIVE:** Yes

### **JOB SUMMARY**

Supervises field operations of Animal Control activities and assigned personnel enforcing County and Contract city ordinances governing the care and control of animals.

### **MINIMUM QUALIFICATIONS**

Five (5) years of experience as an Animal Control officer, of which one (1) year must have been supervisory or administrative; OR an equivalent combination of related education and experience.

Must be P.O.S.T. certified.

Must possess a valid Utah Drivers License on hire date to operate a Salt Lake County vehicle.

### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Performs field operations, supervises functions of assigned personnel, and schedules work assignments, approves vacation leave, monitors field coverage and response times.
- Evaluates departmental enforcement processes and procedures, and recommends changes as necessary.
- Assists other staff with unusual and complex field situations by advising on procedural and technical actions.
- Assists field officers in the preparation of court cases, search warrants, filing charges and other judicial orders.
- Supervises the enforcement of animal control ordinances and recommends any changes in ordinances.
- Responds to citizen complaints regarding employees and operational procedures, investigates and writes reports on complaints, and makes recommendations for disposition.
- Qualifies and performs chemical capture of animals as required.
- Provides advice and response to emergency and "on-call" services.
- Represents the department to the media, police agencies and other government and private agencies.

- Ensures assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.
- Establishes goals and performance expectations for the collection of license, impound and other fees.
- Ensures field officers are presented with listings of delinquent dog licenses and provided with opportunities to contact dog owners regarding those licenses.
- Investigates citizen complaints concerning ordinance violations through field investigation, animal impound, issuing citations, warnings, selling pet licenses and initiating court information.
- Provides information to the public regarding the animal control ordinance and division policies and procedures.
- Provides testimony in court when subpoenaed.
- Coordinates with other law enforcement agencies to enforce animal control laws and documents cases for prosecution of animal control violations and non-compliance.
- Secures search warrants, court orders and other legal documents.
- Monitors all bite bases for proper documentation, handled and completed by field support personnel appropriately.
- Ensures appropriate procedures are followed with the State Health Department for testing of suspected rabies specimens.
- Maintains an inventory of vehicles, radios and mobile telephones and acquires new vehicles and equipment.
- Investigates all traffic accidents and damage involving division vehicles and ensures all policies are followed.
- Performs or provides for the performance of human euthanasia of appropriated animal by injection or other methods as outlined in division policies.
- Assists the public in redemption, adoption, and location of lost pets.
- Assists shelter staff with difficult patrons and keeping the peace.
- Enforces and practices rules concerning treatment of all animals.
- Coordinates with dispatcher to handle complex situations, answer questions and provide officer area assignments.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Civil and criminal law, animal law theory and application
- Interview and interrogation techniques
- Methods and techniques of effective investigations
- Large and small animal handling techniques
- Use of controlled chemicals for animal capture
- Euthanasia methods
- Animal behavior, animal first aid and zoonosis, nutrition

- Animal types, breeds and markings
- Computer skills

**Skills and Abilities to:**

- Act independently with minimum supervision
- Relate to others from diverse backgrounds
- Read and interpret written law, policies, regulations and procedures
- Perform effectively in stressful situations
- Customer service

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Sitting, standing, crawling, kneeling and walking for extended periods and occasional running. Sufficient stamina to restrain animals for extended periods of time. Lifting, carrying, pushing and pulling loads of 25 – 75 pounds on a regular basis and occasionally up to 100 pounds without assistance.

Regular exposure to animals that may bite, kick, scratch or be diseased (including rabies), as well as fur, dander, unpleasant odors, loud noises, exposure to unsanitary conditions, dust, gases, and chemicals. Work is performed in all types of weather. Sufficient manual dexterity and eye-hand coordination is required to operate special animal handling equipment.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised: 01/16/2017/MB