



Salt Lake County Job Description  
**Animal Control Field Supervisor**

**DEPARTMENT:** Public Works  
**JOB CODE:** 370 **GRADE:** 014  
**SALARY PLAN:** GEN  
**SAFETY SENSITIVE:** Yes

**DIVISION:** Animal Control/4100  
**FLSA STATUS:** Non-Exempt  
**EFFECTIVE DATE:** 07/27/2015

**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.

A valid Driver's License issued by the State of Utah is required to operate a Salt Lake County vehicle at the time of hire.

**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.*

- Supervises functions of assigned personnel, ensures duties are performed in a safe and prudent manner, schedules work assignments, and approves vacation leave.
- Assists other staff with unusual and complex field situations, difficult patrons, and keeping the peace by advising on procedural and technical actions.
- Assists field officers in the preparation of court cases, search warrants, filing charges and other judicial orders; ensures field officers are presented with listings of delinquent dog licenses and provided with opportunities to contact dog owners regarding those licenses.
- Coordinates with dispatcher to handle complex situations, answer questions, and provide officer area assignments; monitors field coverage and response times.
- Evaluates departmental enforcement processes, procedures, and ordinances and recommends changes as necessary; establishes goals and performance expectations for the collection of license, impound and other fees.
- Performs field operations and provides advice and response to emergency and "on-call" services.

- Maintains an inventory of vehicles, radios, and mobile telephones and acquires new vehicles and equipment.
- Coordinates with other law enforcement agencies to enforce animal control laws; provides testimony in court when subpoenaed; documents cases for prosecution of animal control violations and non-compliance; secures search warrants, court orders, and other legal documents.
- Investigates all traffic accidents and damage involving division vehicles.
- Qualifies and performs chemical capture of animals as required; monitors all bite cases for proper documentation; ensures procedures are followed with the State Health Department for testing of suspected rabies specimens.
- Performs or provides for the performance of human euthanasia of appropriated animal by injection or other methods as outlined in division policies.
- Enforces and practices rules concerning treatment of all animals.
- Investigates and responds to citizen complaints concerning ordinance violations, employees, and operational procedures through field investigation, animal impound, issuing citations, writing reports, warnings, selling pet licenses, and initiating court information.
- Provides information to the public regarding the animal control ordinance and division policies and procedures; assists the public in redemption, adoption, and location of lost pets.
- Represents the department to the media, police agencies, and other government and private agencies.

### **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

#### **Skills and Abilities to:**

- Act independently with minimum supervision
- Relate to others from diverse backgrounds
- Interpret and apply policies and procedures
- Perform effectively in stressful situations
- Provide customer service
- Work with computer software related to job specific duties

## **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. Requires occasional field work; may work 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: 05/23/2017 GB