

JOB TITLE: Animal Control Officer/Assistant Code Enforcement Officer

DEPARTMENT- Police Department

SUPERVISION RECEIVED: Performs duties under the direction and supervision of the Chief of Police.

PURPOSE AND NATURE OF JOB: This Position requires someone who has the ability to perform a wide range of animal control duties, as specified in the Town's Animal Control Ordinance, and the capability to perform general duty with animals or specialized duties in a particular area of animal control work. Duties may include patrolling streets, roads and public places, as well as, responding to radio dispatches, answering calls and complaints, taking enforcement actions (citations) for violators of the concerned ordinance. The Animal Control Officer will also be responsible for the maintenance and daily operation of the Mountainair Animal Shelter. Duties as the Assistant Code Enforcement Officer will include becoming familiar with pertinent Town Ordinances and performing assigned duties as directed by the Code Enforcement Officer, or in their absence, the Chief of Police.

DESCRIPTION OF THE TASKS PERFORMED: Investigates calls and complaints related to animal control. The employee will enforce the animal control ordinance of the Town and must be willing to handle, pick up and control vicious animals, stray animal, injured animal, as well as pick up and dispose of dead animals. Additionally, the Animal Control Officer will transport animals to other shelters, issue license, clean and maintain the Animal Shelter and the entire area around the Animal Shelter. Feeds and waters all animals being housed at the Animal Shelter. Maintains all issued equipment, investigates theft or slaughter cases involving animals. Coordinates "Shot Clinics" for the community of Mountainair.

DESCRIPTION OF MATERIALS AND/OR PRODUCTS HANDLED: Animal Control Officer equipment including, but not limited to, Catch Poles, Dog and Cat traps, latex gloves, plastic bags, paper bags, two-way radio, assigned vehicle, lights, Department issued equipment, first aid equipment, fire extinguisher. Office equipment includes computers; printers, pencils, paper, pens, correction fluid, staples, copy machines, and any other materials handle in the course of daily duties.

GENERAL EDUCATION REQUIREMENTS: Must have a high school diploma or GED equivalent.

SPECIAL VOCATIONAL PREPARATION REQUIREMENTS:

Licenses: Valid New Mexico Driver's License and good driving record.

Special Requirements: Position is safety sensitive and subject to drug testing.

Certifications: New Mexico Animal Control Officer Certification within first year of employment.

Experience: Any combination of education, training, and experience, providing knowledge of general office procedures and equipment totaling six months.

Skills: Ability to communicate effectively in both oral and written form.
Ability to follow directions/instructions and .

Residence: Reside inside Town Limits to respond to calls in a timely manner, including off-duty hours and on weekends.

Knowledge: Geography, street system and routes for the Town dispatch codes, or personal safety procedures; principals of first aid; operation of assigned equipment; Department policies and procedures. Ability to operate department vehicle, and other assigned equipment, to evaluate and determine appropriate action in a variety of routine and emergency situations.

Background: Candidate must pass a thorough background investigation including, but not limited to, any criminal history, work history and other pertinent factors relating to being a sworn representative of the Town of Mountainair.

WORK ENVIRONMENT: Work is performed inside and outside under variable weather conditions. Routinely exposed to possibility of bodily harm. Requires arduous physical exertion under a variety of conditions during regular hours and when activated to on-duty status by the Chief of Police.

PHYSICAL REQUIREMENTS:

Mobility Factors: Walk 50%, sit 20%, run 5%

Primary Work Position: Stand 20%, kneel 5%, Squat 5%

SPECIFIC MOVEMENTS:

Trunk: Bends occasionally, stand kneels or squats often

Arms: Reaches 2-4 feet, occasionally carries 40-50 lbs. maximum approximately 5 feet, lifts floor to waist, 60lbs maximum

Legs: Bend, walks kneel, squat often, and climb occasionally.

Hands: Gross dexterity, occasionally; grasp/manipulate, frequently; speed required often; bilateral coordination, frequently, continuous eye/hand coordination.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirement or knowledge, skills and abilities.

This job description does not constitute a contract for employment.

I, _____, have reviewed this job description for the position of Mountainair Animal Control Officer/Assistant Code Enforcement Officer.

Signature: _____

Date: _____