



CLASS SPECIFICATION

Class Title: Lead Animal Control Officer
Department: Animal Care & Control
FLSA: Non-exempt

Class Code: 6672
Grade: 17
Eff. Date: 05/30/2023

GENERAL PURPOSE

Under general supervision of the Field Services Supervisor, performs senior level duties in coordinating and monitoring work activities and assignments for Animal Control Officers (ACO), investigating animal complaints, and enforcing animal control regulations.

EXAMPLE OF DUTIES

Acts in the absence of the Field Services Supervisor. Demonstrates and applies advanced knowledge of animal control policies, procedures, practices, laws and ordinances, and advises other ACOs on the same. Advises ACOs on field problems and issues as they arise, and assists in resolving routine and non-routine matters; reports problems or concerns of a complex nature to the Field Services Supervisor for discussion and review. Provides oversight and direct supervision of the Field Training Program.

Reviews, corrects, and approves timesheets of ACOs. Approves ACO time off requests and enters time off into shared calendar.

Assists with reviewing "potentially dangerous", "dangerous", and "abatement" cases to ensure documentation and files are accurate and complete.

Assists Field Services Supervisor in conducting regular truck inspections to ensure vehicles and vehicle equipment are in proper working order, to ensure preventive maintenance servicing is completed, to ensure compliance with safety and emissions requirement, and to ensure vehicle cleanliness is maintained.

Patrols geographic areas of county to ensure protection of citizens and animals; issues citations for violations of animal control codes and regulations; responds to traffic accidents involving animals.

Investigates citizen complaints; resolves disputes between owners of land and livestock; retrieves and collects stray or suspect animals; transports animals to shelter or auction.

Impounds livestock; confines the animal to a suitable pen until the owner can be found or the animal can be impounded.

Performs euthanasia on injured and other animals as directed.

Removes dog and cat carcasses from streets and highways; disposes of animal carcasses at designated areas.

Maintains accurate record of all duties as assigned.

Performs other related tasks such as: radio dispatcher, assisting customers, cleaning building and pens, heating and watering animals.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent) plus three (3) years of full-time progressively responsible experience as an Animal Control Officer; an acceptable combination of education and experience may be considered. Preference may be given for POST certification or training.

2. Special Qualifications:

Must possess or obtain an NACA I Certification within 6 months of hire.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: proper investigative techniques and procedures; animal control enforcement practices, procedures, laws and regulations; County and municipal animal control ordinances; County and departmental policies, procedures and practices; safe and humane animal handling and animal behavior.

Skill in the use of tools and equipment specific to animal control functions.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assign and monitor the work of others; effectively investigate and resolve citizen complaints and disputes regarding animals; remain calm under stressful and occasionally hazardous conditions; perform euthanasia; exercise sound independent judgment; work weekdays, evenings, weekends and holidays; understand, interpret and explain animal related laws and regulations; retrieve and impound large and small animals; operate various types of capture tools/equipment; lift, carry, push, pull or otherwise move objects weighing up to 100 pounds; establish and maintain effective working relationships with supervisors, other employees, and the general public; follow oral and written instructions; communicate effectively (verbally and in writing).

WORKING CONDITIONS

Work in stressful and noisy conditions. Required to stand, walk, stoop, kneel, crouch, climb and manipulate (lift, carry, move) up to 100 pounds; work outdoors in varying temperatures and climates; work with aggressive and potentially vicious animals; work in an environment with exposure to deceased, sick and injured animals, animal matter, hair and noxious odors; work with cleaning materials;



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use strength and agility while working with active animals. Presents a professional appearance to the public at all times.

This position requires working shifts, including weekends, holidays; responding to emergency calls within 15 minutes 24 hours/day on a rotation basis for one week at a time.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***