



# City of Peoria

## Human Resources

### Title: Animal Control Officer

**FLSA Status:** Non-Exempt subject to all Fair Labor Standards Act (FLSA) provisions.

#### BRIEF DESCRIPTION:

The purpose of this position is to enforce animal control. This is accomplished by responding to customer complaints, patrolling the City for stray animals, and issuing citations. Other duties may include completing related tasks as assigned.

#### ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Enforces City codes related to the care and control of animals.
2	M	Responds to emergency and non-emergency calls and complaints involving animals.
3	H	Transports and apprehends domestic animals, exotic animals, wildlife or livestock as needed.
4	L	Patrols City to locate stray animals and issues citations for violations of animal regulations.
5	L	Collects information, prepares documentation, conducts investigations, and testifies in court against persons cited for violations.
6	L	Writes detailed reports/citations and maintains records.
7	L	Cleans and maintains the animal control vehicle.



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#### JOB REQUIREMENTS:

Description of Minimum Job Requirements	
Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school graduation or equivalency.
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	A main requirement of the job is physical labor. Forces exerted are equivalent to lifting more than 50 pounds. The need for physical stamina and endurance is extremely significant. The degree of physical strain produced on the job is high. It results in considerable fatigue and requires periods of rest. Work could require very fine dexterity and extreme muscular control, involving various body postures.
Contacts	Contacts are an integral part of the job as work involves internal and external contacts for the purpose of problem-solving with respect to matters of considerable importance to the organization requiring tact, diplomacy and persuasiveness and/or where no guidelines exist. Improper handling could affect relationships between departments or functions. Contacts are frequently at the same or higher levels. Interactions may affect City business. Work involves regular contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or a regular requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a moderate impact on the organization. Errors are usually detected after the fact and may result in significant interruption and delay in work output and may have a moderate impact on resources within a department. Errors may have an impact on other departments and external relationships.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Class "D" Arizona Driver's License required. Full Police Department background check required, including polygraph. Level 1 National Animal Control Association Certification is required within one year of hire. Attainment of Arizona State Criminal Justice Information Systems Terminal Operator Certification within 6 months of hire.



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### OVERALL PHYSICAL STRENGTH DEMANDS:

Overall Physical strength for this position is indicated below with “X”									
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.									
Sedentary		Light		Medium	X	Heavy		Very Heavy	
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

### PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Frequency	Brief Description
Standing	F	Observing work site, observing work duties, making presentations
Sitting	F	Desk work, meetings, driving, operate equipment
Walking	F	To other departments/offices, around work site
Lifting	F	Supplies, files, equipment
Carrying	F	Supplies, files, equipment
Pushing/Pulling	F	File drawers, tables and chairs, equipment/tools
Reaching	O	For supplies, for files, for equipment/tools
Handling	O	Paperwork, monies
Fine Dexterity	O	Computer keyboard, telephone keypad, calculator, tools/equipment



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Kneeling	F	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	O	Under equipment, inside attics/pipes/ditches
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone, getting inside vehicles, operating equipment
Climbing	O	Stairs, step stools, ladders, onto equipment
Balancing	O	On step stools, on ladders, on equipment
Vision	F	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:** Standard Office Equipment, Microsoft Office software, CAD, Aphis, IS 700. Snare, leash, large and small animal traps, gloves, cat tongs, snake tongs, animal carriers, animal net, lasso, tranquilizer gun/drugs, traffic vest, handcuffs, baton, flashlight, taser, radio, cell phone, crime scene tape, flares, traffic cones, bolt cutters, ladder.



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### ENVIRONMENTAL FACTORS:

C	F	O	R	N	D	W	M	S	N
Continuously	Frequently	Occasionally	Rarely	Never	Daily	Several Times per Week	Several Times per Month	Seasonally	Never
Health and Safety Factors					Environmental Factors				
Mechanical Hazards		R		Respiratory Hazards		W			
Chemical Hazards		R		Extreme Temperatures		D			
Electrical Hazards		R		Noise and Vibration		W			
Fire Hazards		R		Wetness/Humidity		S			
Explosives		R		Physical Hazards		D			
Communicable Diseases		C							
Physical Danger or Abuse		F							

### PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment as required. Traffic Vest, goggles, respirator, first responder kit, safety eyewear, safety footwear

### NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
Description of Non-Physical Demands			Frequency
Time Pressure			F
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			O
Noisy/Distracting Environment			F

### PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other	