



THE CITY OF GUYMON

JOB TITLE: Animal Control Officer

DEPARTMENT: Police Department

GRADE: 2

FLSA STATUS: Non-Exempt

CLASSIFICATION: This classification is a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

POSITION SUMMARY: Reports to Chief of Police via Chain-of-Command. The Animal Control Officer position is responsible for enforcing local, state and federal laws regarding animal control and animal cruelty.

SUMMARY OF ESSENTIAL DUTIES:

- Investigates reports or complaints of dogs, cats, or other animals creating n Investigates reports or complaints of dogs, cats or other animals creating nuisances; investigates reports of animal abuse; investigates animal bite cases, and sees that necessary tests on quarantined animals are done to test for rabies.
- Enforces City animal control and licensing laws that include the issuance of warnings and citations for violations to the same.
- Patrols city streets and roads in the assigned vehicle; searches for stray and other domestic animals and livestock.
- Collects, impounds, quarantines and disposes of animals as needed
- Provides public education.
- Cleans and maintains the animal control vehicle and cages used to detain animals. Feeds, waters, and cares for impounded animals.
- Reports fees to the City Clerk's office for licenses, violations and adoptions; maintains the necessary records of transactions.

- Cleans and maintains area in and around the dog pound.
- Prepares and maintains daily, monthly and annual reports and records on all pound activities. Work is subject to periodic review and supervision by the Chief of Police and/or his designee.
- Answers telephone at the animal shelter and assists visiting citizens.
- Performs other duties and assists other City departments as required.

MINIMUM QUALIFICATIONS:

Applicant must have the following qualifications:

- Knowledge of various breeds of domestic animals, their specific behaviors and procedures for dealing with them and the public.
- Ability to enforce animal regulations and ordinances and ability to learn local and state laws relative to animal control.
- Ability to communicate orally and in writing.
- Ability to safely and effectively use firearms, tranquilizer weapons and other traps for animal control purposes.
- Ability to deal with irate or emotional individuals relative to pets and stray animals, etc.
- Possess verbal perception, motor coordination and manual dexterity.
- Ability to follow oral or written instructions, operate tools and machinery safely and perform manual labor.
- Ability to operate a two-way radio.
- Ability to exterminate animals or assist veterinarian in euthanasia as required and dispose of carcasses.
- Ability to work independently and perform minor maintenance on the City's vehicle.
- Ability to read, understand and communicate fluently in the English language.
- Must possess a valid Oklahoma driver's license and possess driving record acceptable to City's insurance carrier.
- Must reside within ten miles of the City limits of Guymon.
- Must be 18 years of age or older.
- Must have a high school diploma or equivalent.
- Must be able to pass background screening.
- Must be able to pass drug/alcohol screening.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Applicant must be able to meet the following working conditions and physical requirements:

- Must be able to lift up to 50 pounds on a routine basis and lift, push, pull, and carry objects of 100 plus pounds on a frequent basis.
- Will be exposed to personal danger relative to diseased, injured or unfriendly dogs and other domestic animals or small wild animals.
- Exposed to extreme weather conditions
- Willing to periodically work stand-by and callback duties and work overtime as needed.

- Willing to wear a uniform and maintain a neat personal appearance.
- Subject to working around obnoxious odors and conditions.
- Willing to pick up dead animals from streets and private properties, when requested and transport said animal to a predetermined locations for disposal.
- Willing to be on 24 hour call and to work various hours.
- Subject to noise, frequent interruptions, work under stressful situations, etc.
- Operates a vehicle for extended periods of time in all environmental conditions.
- Must have the physical strength and stamina to be able to pursue on foot and subdue animals that are at-large.

DISCLAIMER: “This job description is provided as a guide and is not to be considered a contract. The City reserves the right to make changes to the job description as necessary. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.”

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box and fill in the appropriate accommodations, if required, then sign and date.

☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

