

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2016-035

POSITION: ANIMAL CONTROL OFFICER
DEPARTMENT: POLICE
STATUS: NON-EXEMPT
REPORTS TO: LIEUTENANT
SHIFT: FT REGULAR / 40 HOURS PER WEEK
SALARY: MINIMUM \$10.361 HOURLY (NON-CERTIFIED) \$10.702 HOURLY (CERTIFIED)

GENERAL DESCRIPTION:

Reporting to the Lieutenant, this employee is responsible for maintaining Animal Control in accordance with City ordinances and departmental rules and regulations. Work includes patrolling City streets enforcing City Codes as they relate to Animal Control, locating and capturing stray animals, maintaining the animal pound, feeding and caring for quarantined animals, and pickup and disposal of dead animals. Performing humane euthanasia of animals. Work involves an element of personal danger due to unknown condition of stray animals. Other duties include preparation of reports and maintenance of pick-up vehicle. Employee will be responsible for issuing notices, writing criminal citations, and testifying in court. This position requires a willingness to work irregular hours, including weekends and holidays as necessary. Applicants must be willing to attend and successfully complete certification courses in Animal Control and humane euthanasia of animals.

TASKS AND RESPONSIBILITIES:

1. Patrol City streets in a one-man unit enforcing City Codes.
2. Responding to reported code violations, check out violations and make contact with the property owner or person in violation.
3. Respond to calls from dispatcher and react in a calm, professional manner.
4. Perform humane euthanasia of animals.
5. Dispose of animals which have to be destroyed.
6. Process suspected rabid animals, sending necessary parts to laboratory for analysis.
7. Issue citations for violations of ordinances and statutes.
8. Feed and water all animals retained in pound until appropriate dispositions is made.
9. Maintain animal control log and prepare necessary reports.
10. Maintain and clean animal pound.
11. Maintain pick-up vehicle and clean cages.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school diploma or GED required.
2. Attendance and successful completion of Animal Control Officer Certification Training provided by the NACA (National Animal Control Association) or similar organization will be required.
3. Attendance and successful completion of a State Certified Euthanasia Training Course to acquire State License.
4. Previous experience in the care and control of animals desired but not required.
5. Ability to act promptly, taking effective action.
6. Current, valid New Mexico Driver's License required.
7. Must be at least 18 years of age.

PHYSICAL REQUIREMENTS:

1. Ability to lift up to fifty (50) pounds frequently, from ground to waist level, or from ground to shoulder level.
2. Occasionally lift and carry up to seventy-five (75) pounds.
3. Ability to stand and walk during the shift.
4. Ability to crouch and/or kneel.
5. Ability to bend at the waist and twist or rotate if necessary.
6. Ability to push and pull objects in order to place animals into a cage.

7. Frequently flex upper trunk forward at the waist and partially at the knees to pick up animals.
8. Frequently rotate upper trunk to the right and left while sitting or standing.
9. Place arms above, at, and below shoulder height.
10. Ability to grasp and manipulate such items as paperwork, telephone, writing utensils, automobile steering wheel, and other items used throughout the workday.
11. Ability to coordinate use of hands, eyes, and one or both feet in operation of automobile.

WORK SCHEDULE:

The regular work week is 40 hours with one hour off for lunch, daily. Schedule may vary according to demands of job. Early or late hours may be necessary. Days may vary as required. Schedule will be established by supervisor. Subject to call – back, weekends and holidays as necessary.

TRAVEL REQUIREMENTS:

1. Limited travel – ability to travel for meetings and training may be required.
2. Overnight travel may be required.

PRE-EMPLOYMENT REQUIREMENTS:

1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.
2. Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

CONDITIONS OF CONTINUED EMPLOYMENT:

1. Candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.

DEADLINE TO SUBMIT REQUIRED APPLICATION: by 5:00 p.m., Monday, October 31st, 2016. Applicant must submit required application to Human Resources at City Hall, 100 W. First Street, Portales, N.M. 88130 or online at www.portalesnm.gov.

The City of Portales is an Equal Opportunity Employer and Drug Free Workplace.

I have received the job description posting and I am capable of performing the essential functions for the position.

Applicant Signature _____ Date _____