

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern office procedures, methods and computer equipment, programs, applications and uses.
- Good public relation skills.
- Problem solving techniques.
- Offensive and defensive weapons, nomenclature and theory.
- Self-defense tactics.
- Use of firearms and other equipment
- Principles of supervision, instruction and training
- Pertinent federal, state and local laws, codes and regulations
- Budget, planning and problem solving techniques
- The occupational hazards and safety precautions of working around domestic and wild animals.

Ability to:

- Stay calm and act rationally in emergency situations.
- Apply principles and techniques of prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement
- Skillfully and safely use firearms and other police-related tools.
- Physically handle animals
- Communicate clearly and concisely, both orally and in writing.
- Read and comprehend complex laws, ordinances, plans and orders.
- Maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Establish and maintain effective working relationships with other employees, officials, and citizens from a variety of racial, ethnic, and economic backgrounds.
- Analyze situations quickly and objectively, and recognize actual and potential dangerous situations, and determine proper course of action
- Present evidence in court effectively; skillful in observation and remembering details such as names, faces, and incidents.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Subduing resisting animals, chasing fleeing animals, running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased animals, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing, or sitting for extended periods of time, operating assigned equipment and vehicles.
- Supervise, organize, and review the work of subordinates.
- Supervise and train animal control officers.
- Interpret and explain policies and procedures.
- Utilize good public relations skills.
- Use good leadership skills.
- Prioritize tasks
- Frequently use printer, telephone, fax
- Properly operate assigned city vehicle and equipment
- Meet and deal with the public tactfully and effectively.
- Perform life-saving and rescue procedures
- Make sound decisions

Special Requirements

Residency Requirement: Must be able to respond within 30 minutes from residence.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or GED. Associates degree from an accredited college or university preferred

Experience: Two years experience as Animal Control Officer

Training: Speak and write Spanish fluently preferred.

License or Certificate: Animal Control Association, Level 1 and 2 Certifications, National Animal Cruelty Investigation School Graduate, Certifiable in performing euthanasia of animals and Certifiable in vector control. Maintain certification with department handgun and shotgun. Must possess, at the time of employment and continuously throughout employment, a valid Class "C" driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties are primarily performed outside where the employee is exposed to varying and extreme weather conditions. Must be able to work shift work. Great mental ability is required daily.

Physical Requirements:

Physical exertion is required to subdue resisting and chase fleeing animals. Physical exertion is present with constant running, walking, crouching, crawling, kneeling, twisting, and climbing stairs/ladders; standing or sitting for extended periods of time. Must have the capability to hear, speak and see to communicate with the general public. Physical effort is required to lift/carry injured/deceased animals and equipment up to 50lbs.

Job Hazards/Risk Factors:

Employees risk physical hazard from violent, aggressive, and hostile people, domestic or wild animals that are vicious and/or diseased and, therefore, could result in substantial bodily harm or death. Exposure to a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

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