



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 671.1

Job Title: **ANIMAL ENFORCEMENT OFFICER TRAINEE**

Pay Grade: 12

GENERAL SUMMARY:

Performs routine support functions in the enforcement of animal control through the apprehension and impounding of stray, diseased and/or dangerous animals. Assists in conducting investigations of animal ordinance violations.

RESPONSIBILITIES:

- Performs routine functions through communications, dispatch and case documentation to acquire knowledge of the animal control operations (i.e. codes, computer system, ordinances and regulations)
- Under supervision, plans route, drives to destinations, performs work necessary to the circumstances encountered and completes necessary paperwork on the assigned calls.
- Assists in apprehending and impounding stray, diseased and/or dangerous animals.
- Loads and unloads animals from trucks and counts, sorts, and separates them by size and sex prior to placement in kennel or ward.
- Under supervision, issues citations to animal owners who are in violation of City ordinances.
- Explains City ordinances and the responsibilities of pet ownership to the public as necessary.
- Assists the public with identification of their animals at the impound facility as necessary.
- Logs and maintains related files and prepares reports.
- Maintains proper records on animals apprehended or turned in by citizens.
- Checks and services vehicles and reports maintenance needs.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

EXPERIENCE:

No experience is required.

Certification: Must obtain State of Texas Animal Control Certification within nine months of employment in classification.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work may lead to minor injury or inconvenience and incur some costs. Work is typically performed under supervision of routine duties to ensure completion, or performed by following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct reports.

SPECIFICATIONS (cont'd):

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is infrequent, with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or risks from contagious diseases or physical trauma conditions of a short-term to intermediate term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; and/or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; and/or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Animal Enforcement Officer Trainee
- Animal Enforcement Officer
- Rabies Investigation Coordinator
- Senior Animal Enforcement Officer
- Animal Enforcement Supervisor
- Animal Enforcement Manager

Effective: December 2015