



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 671.2

Job Title: **ANIMAL ENFORCEMENT OFFICER**

Pay Grade: 14

GENERAL SUMMARY:

Enforces animal control through the apprehension and impounding of stray, diseased and/or dangerous animals. Conducts investigations of animal bite incidents and regulation violations. Participates in training and mentoring Animal Enforcement Officer Trainees as necessary.

RESPONSIBILITIES:

- Patrols assigned district and apprehends and impounds stray, diseased and/or dangerous animals.
- Investigates complaints about suspected rabies exposures, vicious, sick or injured animals
- Investigates animal ordinance violations, issuing warnings or citations as appropriate.
- Unloads, impounds, and quarantines suspected bite cases.
- Explains the City ordinances and the responsibilities of pet ownership to the public.
- Logs and maintains related files; prepares reports.
- Issues legal summonses to ordinance violators and provides court testimony.
- Maintains proper records on animals apprehended or turned in by citizens.
- Checks and services vehicles and reports maintenance needs to lead or supervisor.
- Participates in training and mentoring Animal Enforcement Officer Trainees as necessary.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

EXPERIENCE:

One year of experience in animal control is required.

An Associate degree in a related field may substitute for experience.

Certification: State of Texas Animal Control Certification is required.

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 lead to minor injury, inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions and provide work direction.

SUPERVISION EXERCISED:

Direct Supervision:

No direct reports

Indirect Supervision:

No Indirect reports

SPECIFICATIONS (cont'd):

CONTACTS:

Internal Contacts:

Level of internal contact is infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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 requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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 risk of exposure to contagious diseases or physical trauma conditions of a short-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; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; 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