



Job Description – ANIMAL CONTROL

Job Title:	Animal Control	Department:	Support Services
Group:	31	FSLA Status	Non-Exempt
Salary Range:	Not to exceed midrange	Position Type:	Full Time
Reports To:	Support Services Sergeant	Directs:	N/A

Applications Accepted By:

<p>E-MAIL: hrdirector@palestine-tx.org</p> <p>Subject Line: Attention: Human Resources/ Job Title</p>	<p>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)</p> <p>City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421</p>
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Job Description

JOB SUMMARY:

Under general supervision, performs a variety of duties associated with the capture, care, well-being and protection of domesticated, wild animals and livestock. Patrols the city and/or responds to complaints/inquiries.

ESSENTIAL JOB FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following job functions, knowledge and other characteristics outlined below. **The Job Functions are ILLUSTRATIVE ONLY and are not a comprehensive listing of all functions and tasks performed by positions in this class.**)

- Patrols the city and/or responds to emergencies/complaints/inquiries regarding actual, suspected, or potential violations of the City of Palestine’s animal control and related codes and ordinances.
- Conducts cruelty investigations.
- Provide education and training to citizens and other interested parties regarding relevant codes and ordinances.
- Prepares and maintains files and records associated with calls and activities.
- Issues warnings and citations; testifies in court.
- Picks up and impounds stray animals and those needing protection.
- Determines and as appropriate, quarantines animals.
- Conducts euthanasia and oversees disposal of remains
- Provides public education and related information to schools, civic groups, and others.
- Works with law enforcement and other agencies to coordinate emergency situations associated with animal control situations.
- Utilizes and wears a variety of safety-related clothing, protection, instruments, and weapons.
- Performs other duties as assigned or required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:



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- Knowledge of applicable local, state and Federal statutes, rules, regulations, ordinances, codes, City of Palestine policies and procedures, and other governing documents.
- Knowledge of the principles of file and records management.
- Knowledge of the requirements and techniques of animal capture and captivity.
- Knowledge of chemicals, chemistry, drugs and the appropriate dosage to be used for tranquilizing, euthanizing and other events.
- Knowledge of the different types of animals; wild, domestic and livestock.
- Knowledge of the court process and legal terminology.
- Skill in reading, understanding, interpreting, and applying a variety of complex, often conflicting operational policies procedures and guidelines and directives.
- Skill in reviewing, assessing and analyzing situations and circumstances and establishing valid priorities.
- skill in establishing and maintaining effective working relations with employees, other departments, the general public, news media and others having business with the City of Palestine.
- Skill in operating a computer utilizing a variety of software applications.

REQUIRED EDUCATION, CERTIFICATES AND/OR LICENSES:

A high school diploma or GED AND two years of progressively responsible law enforcement, security, military, or closely related responsibilities that involve determining compliance with statues, rules, policies, procedures and other operational guidelines.

Must be eligible to obtain within six months of employment and must maintain appropriate, required certifications from the Texas Department of Health, Texas Animal Control certification, and Euthanasia Technician certification.

PHYSICAL REQUIREMENTS

May be exposed to potential physical harm, exposure to infectious diseases, exposure to extreme weather conditions and exposure to hazardous chemicals.

May be required to lift and/or carry heavy, bulky materials, supplies, animals, animal remains and other items weighing up to 100 pounds.

CERTIFICATIONS AND LICENSES REQUIRED

Must be willing and capable of completing all required courses and classes for certification requirements.

Must possess a Valid Texas motor vehicle driver’s license.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record

Reviewed By:	Mark Harcrow	Date:	September 17, 2020
Approved By:	Mark Harcrow	Date:	September 17, 2020
Last Updated By:	Lisa Cariker	Date/Time:	September 17, 2020
Received By:		Date:	