

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Animal Control Officer I	BAND/LEVEL:	OPS I
DEPARTMENT:	Police	JOB NO:	5600
DIVISION:	Operations Bureau	DATE:	12/1/2017
REPORTS TO:	Supervisor, Animal Control	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	211
REPLACES:	Animal Control Officer I	LAST REVISED DATE:	7/17/2013

JOB SUMMARY STATEMENT: Answers all calls concerning wild and domestic animals. Investigates complaints including animal bites, cruelty and neglect, and loose animals. Picks up injured and dead animals. Issues notices to appear and testifies in court for violations of animal related ordinances. Conducts comprehensive investigations and prepares comprehensive investigative reports and follows up complaints. Uses computer resources daily to answer calls, during investigations, and report writing.

DUTIES AND RESPONSIBILITIES:

1. Investigates wild and domestic animal bite cases. Receives complaint from dispatcher and drives to address of complainant. Checks area for animal and interviews complainant. Records descriptions of suspected animal and bite wounds. Explains bite ordinances to victims and refers victim to proper medical care. Contacts owner of animal and arranges for victim to identify animal. If victim positively identifies animal, takes custody of animal or allows owner to have animal impounded at clinic. Verifies arrangements with clinic. Completes bite card and leaves with animal. Evaluates based upon Ordinance requirements approval or denial of home confinement. Initiates neighborhood search if owner is unknown. In cases of wild animals and domestic animals, euthanizes animal and prepares for examination. Transport specimen to lab for examination.
2. Picks up injured and dead animals. Receives call from dispatcher and drives to site. Checks injured animal for injuries and applies restraint measures. Loads animal into truck and delivers to vet. Awaits vet's evaluation or leaves if conditions warrant observation. Transports animals to City authorized shelter and impounds. Disposes of deceased animal per City procedures.
3. Picks up loose domestic animals. Receives call from dispatcher and drives to site. Secures and loads animal in truck. Checks for collar and tags and determines ownership of animal through City computer system. Contacts owner if City tag is on animal and drives animal to home. Advises owner of leash laws. Issues notice to appear in court if necessary. Writes report describing incident. Euthanizes sick animals.
4. Responds to calls requesting removal of wild animal from living space of home. Removes and releases wild animal. Provides advice to citizens by phone or in person on calls related to loose wild animals. Removes bats from living space of home, euthanizes, and transports bat for rabies examination.
5. Conducts comprehensive dangerous and special permit investigations of applicants and circumstances for dangerous and special permits. Receives and verifies applications and drives to applicant's home to inspect premises. Explains permit procedure and ordinance requirements to applicant and contacts neighbors with adjacent property to determine if there are any valid objections to application. Prepares comprehensive investigative report with recommendation to approve or deny and submits to supervisor.
6. Conducts cruelty and neglect investigations. Receives call from dispatcher and drives to location. Contacts resident and explains the complaint. Checks animal and determines if there are any ordinance violations. Explains the violations and how to correct. Writes report and conducts follow up to ensure violations are corrected.

7. Issues notices to appear in court for violations of animal related City ordinances. Appears in court and gives testimony as required.
8. Performs minor maintenance tasks to vehicle including cleaning interior, checking and replenishing fluids. Checks equipment on truck to ensure it is operational and clean.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High school diploma or equivalent. Possession of an appropriate valid driver's license. Must maintain an insurable driving record.
- **Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:**
 - Must be at least 18 years of age.
 - Must have not been convicted of a felony or serious misdemeanor.

EXPERIENCE:

- No experience required.

SKILLS:

- Analytical skills, ability to interpret data, analyze information, and write formal recommendations based on findings.
- Attention to detail.
- Basic mathematical and accounting skills.
- Time management skills.
- Human Relations/Interpersonal skills.
- Computer software skills, such as word-processing.
- Good oral and written communication skills.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to read and comprehend federal, state, and local policies and regulations.
- Ability to carry out assignments through oral and written instruction.
- Ability to work independently.
- Ability to work in hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software applications.
- Alpha and numeric recognition.
- Ability to work closely, interact positively, communicate effectively with peers on interactive task assignment and complete common tasks.
- Good listening skills.

- Patience.
- Ability to analyze safety situation.
- Ability to euthanize animals in various situations.

PHYSICAL REQUIREMENTS:

- Ability to identify and distinguish colors.
- Ability to distinguish smells.
- Hand and eye coordination adequate to input computer.
- Ability to operate City vehicle, snappy snares, shovel, dart gun, euthanasia kit, deer winch, camera, catch poles, snake tongs, traps and two-way radio.
- Ability to restrict the movement of animals.
- Ability to make and receive phone calls.
- Exposure to extreme temperatures.
- Ability to travel and tour properties within city limits in adverse environmental conditions.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional to Frequent	even and uneven surfaces
Walking	Occasional to Frequent	even and uneven surfaces; elevation changes
Sitting	Frequent to Constant	driving animal control vehicle
Driving	Frequent to Constant	animal control vehicle (automatic transmission)
Bending	Occasional to Frequent	various postures required to complete requirements
Stooping	Occasional to Frequent	various postures required to complete requirements
Twisting	Occasional to Frequent	various postures required to complete requirements
Kneeling	Occasional	various postures required to complete requirements
Squatting	Occasional	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional to Frequent	occurs during various occupational requirements
Ladders	Occasional	occurs during various occupational requirements

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
animal	200 lbs.	0- 45 inches	variable	occasional	two person lift
animal	115 lbs.	0- 45 inches	variable	occasional	one or two person lift
animal	60 lbs.	0- 45 inches	variable	occasional	one person lift
animal on guerney	200 lbs.	0- 40 inches	variable	occasional	two person lift / with guerney
catch pole	5 lbs.	0- 75 inches	variable	frequent	one or two hand lift
equipment belt	6 lbs.	floor to waist	variable	occasional	two hand lift
chemical capture kit	10 lbs.	0- 51 inches	variable	occasional	one or two hand lift

OVERLAND PARK

K A N S A S

ABOVE AND BEYOND. BY DESIGN.

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
animal	200 lbs.	variable	variable	occasional	two person carry
animal	115 lbs.	variable	variable	occasional	one or two person carry
animal	60 lbs.	variable	variable	occasional	one person carry
animal on guerney	200 lbs.	variable	variable	occasional	two person carry with guerney
catch pole	5 lbs.	variable	variable	occ. To freq.	one or two hand carry
equipment belt	6 lbs.	0- 10 feet	variable	occasional	two hand carry
chemical capture kit	10 lbs.	variable	variable	occ. To freq.	one or two hand carry

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Deer Ramp	44 lbs.	occasional	horizontal force; two hand push (0- 40 inches)
Deer Ramp	30 lbs.	occasional	vertical force; two hand push (0- 40 inches)
Cath Pole	variable	occ. To frequent	variable depending on job demands

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Deer Ramp	40 lbs.	occasional	horizontal force; two hand pull (0- 40 inches)
Catch Pole	variable	variable	variable depending on job demands

REACHING	DURATION	DESCRIPTION
Below Knee Height	occ. To freq.	variable depending on job demands
Below Waist Height	occ. To freq.	variable depending on job demands
Forward > 2 Feet	occ. To freq.	variable depending on job demands
Above Shoulder Height	occ. To freq.	variable depending on job demands
Lateral Reach	occ. To freq.	variable depending on job demands

FINE MOTOR	DURATION	DESCRIPTION
Gripping	occ. To freq.	variable depending on job demands
Pinching	occ. To freq.	variable depending on job demands
Wrist Flexion & Extension	occ. To freq.	variable depending on job demands (computer operation)
Wrist Lateral Deviations	occ. To freq.	variable depending on job demands (computer operation)
Pronation & Supination	occ. To freq.	variable depending on job demands (computer operation)