

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: ANIMAL CONTROL OFFICER I

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification work in a training capacity and provide animal control services for domestic and wild animals throughout the City. Work involves patrolling the City and responding to calls regarding stray, diseased, potentially harmful or other suspicious animals. Enforces the City ordinances regarding domestic animals. Work is performed under the direct and close supervision of the Public Services Director or assigned supervisor.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Patrols the City to identify and pick up stray, abandoned, and diseased animals, and animals kept in violation of City ordinances. Picks up dead or injured animals. Takes domestic animals to the City compound to be held for potential pick up by owners.
- Responds to calls and complaints from citizens regarding vicious, diseased or stray animals; and picks up suspicious animals.
- Transports diseased, vicious and potentially harmful animals to the County Shelter. Transports unclaimed domestic animals from the City compound to the County Shelter.
- Investigates animal nuisance and dog bite complaints. Impounds dogs suspected of biting citizens.
- Issues citations to citizens regarding noncompliance with City ordinances, laws and regulations for animal control.
- Responds to citizen requests to search homes for suspected wild animals such as bats racoons, or snakes. Sets traps for wild animals and transports them from citizens' properties to more appropriate locations.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Some knowledge of the City ordinances, laws and regulations related to the capture, custody and disposition of animals.
- Some knowledge of the layout and geography of the City.
- Some knowledge of the safety issues, risks and appropriate techniques for handling, capturing, and transporting animals.

Physical Requirements:

- Ability to trap, lift and transport animals.

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- Ability to operate a light truck used in patrolling for and transporting animals.
- Ability to stoop, crawl and climb in order to investigate and/or locate animals.

Language Ability & Interpersonal Communications:

- Ability to communicate and effectively work with citizens regarding stray, diseased or potentially harmful animals and issues of noncompliance with City laws and ordinances pertaining to animal control.
- Ability to read and follow oral and written instructions. Ability to write in order to convey information, and to record information concerning patrol routes and ordinance violations.

Environmental Adaptability

- Work is regularly performed outdoors which requires ability to work in varying weather conditions.
- Work occasionally requires crawling into small spaces or climbing ladders to inspect for loose animals.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires graduation from high school or equivalent with up to one year of experience performing related animal control duties; or an equivalent combination of training and experience which provides the required knowledges, skills and abilities.

Additional Requirements: Valid driver's license.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.