

Town of Ocean City

Job Title: Animal Control Officer
Department: Police Department
Reports To: Patrol Division – Day Shift Supervisor
Salary Level: Grade 5/30
FLSA Status: Non-exempt
Shift: Varies
Approved By: Police Chief
Approved Date: 02/10/2005 **Amended Date:** 12/31/2013

SUMMARY:

This is a non-sworn position within the police department that performs enforcement related activities associated with animal control regulations as adopted by the Town of Ocean City, the County of Worcester and the State of Maryland. Tasks associated with this position include catching and confining stray, diseased, unlicensed or apparently dangerous animals. An employee in this job task must demonstrate positive public relation skills due to frequent interaction with the community to include residents and visitors. Performance will be reviewed by a police supervisor with annual performance appraisal as required by the Department of Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Performs daily patrol functions which include: detecting animal violations, checking animal nuisance locations, checking animal traps.
- Investigates all dispatched complaints for animal related problems.
- Complies with departmental procedures for all aspects of their assignment, (radio communications, CAD/RMS logs, documentation of incidents).
- Takes enforcement action in various situations dealing with violations of Town code, County code and State laws associated with animal regulations.
- Locates, contains and traps both domestic and non-domestic animals.
- Issues citations for ordinance violations as well as provides testimony during required court appearances pertaining to ordinance violations.
- Addresses citizen complaints pertaining to animal regulations through education, mediation and enforcement, if necessary, to bring about resolution.
- Captures and transports sick, injured, and wild animals to local animal hospitals or appropriate rehabilitation personnel.
- Finds acceptable homes/facilities for orphaned domestic and non-domestic animals and provides assistance for pet owners in matters dealing with food, shelter or medical care.
- Euthanizes sick and/or injured domestic and/or non-domestic animals.
- Provides educational services for citizen groups, schools and individuals regarding animal related issues.
- Removes and disposes of dead animals from roadways and other public areas.
- Provides on-call/call-out (off-duty) response for animal complaints and services requested during non-working hours.
- Provides home-care for animals in need under emergency or special circumstances.
- Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

2. LANGUAGE SKILLS

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and/or small group situations to customers, clients, and other employees of the organization.

3. MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

4. REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

5. CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license upon appointment to the position. Must be capable of obtaining a certificate for euthanizing domestic and non-domestic animals.

6. OTHER SKILLS AND ABILITIES

Working knowledge of the geography of the Town, knowledge of ordinances, laws and regulations related to the capture, custody and disposition of animals. Introductory knowledge of safety practices concerning the handling of animals is required.

7. PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

8. **WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to high, precarious places and outside weather conditions. The noise level in the work environment is usually moderate.