

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Animal Control Supervisor	<b>Job Code:</b> 4303
<b>Date:</b> December 12, 2017	<b>EEO Code:</b> PS
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is non-sworn supervision and work in the enforcement of animal control codes and statutes.

**CLASSIFICATION STANDARDS:** The position allocated to this classification is responsible to a designated Police Sergeant and performs all tasks under general supervision. This work is distinguished by its strict emphasis in animal code enforcement and responsibility for supervision of Animal Control Officers.

**ESSENTIAL DUTIES:** Respond to citizen complaints and reports about animals; investigate animal control issues and determine whether a violation has occurred; investigate reports of cruelty to animals; intercede in conflicts about animals; inform violators of animal codes; issue warnings, citations, and summons; prepare and present a variety of reports and records; testify in court; issue licenses; coordinate work with SUVAS; advise and inform supervisor of problems and progress; identify, monitor, and resolve animal-related problems; assist lower-level Animal Control Officers; file court cases; investigate animal cruelty complaints; handle unit funds; order supplies; submit budget, equipment, and supply requests; organize and present animal control educational programs; patrol the City in a marked vehicle to ensure the protection of citizens and animals; collect and/or impound vicious, injured, dead, sick, rabid, problematic, and stray animals or wildlife from public and private property; use chemical immobilization equipment and chemicals to euthanize animals; utilize animal containment tools and equipment; investigate animal bite complaints or suspected rabies cases; destroy sick or injured animals; may inspect pet stores; handle lethal and controlled hazardous substances; maintain vehicle and equipment including performing minor repairs; assist in traffic control as needed; set up and remove police barricades.

Supervise, plan, and coordinate the work of assigned personnel including scheduling of workload and coordinating workflow; oversee training of staff; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions including the hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High school diploma or equivalent and one (1) year of experience as an Animal Control Officer at Provo City or a similar facility/environment **OR** two (2) years of experience in the care and handling of animals [substituting each one (1) year of post-secondary education/training for six (6) months of full-time experience].

**License(s)/Certificate(s):** A valid, lawful Driver's License is required. UACOA Tranquilizer Gun Certificate, UACOA Euthanasia Certificate, and Wildlife Handling Certificate required during 1<sup>st</sup> year of employment.

**SELECTION FACTORS:** *Knowledge of:* the laws, ordinances, rules, and regulations pertaining to animal control, crime prevention, and traffic control; civil search and seizure processes; emergency first aid for animals; animal disease control; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* handling livestock; handling lethal and controlled hazardous substances; practicing trust-building behaviors. *Ability to:* analyze situations quickly and objectively; recognize actual/potential dangers and determine an appropriate course of action; drive a vehicle in a safe and efficient manner; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Animal control vehicle, radio, animal control pole, extension pole, tranquilizer air rifle, .22 caliber rifle, .17 caliber air rifle, O.C. spray, computer, software programs specific to the position, other standard office equipment.

**PHYSICAL DEMANDS:** Requires physical strength, stamina, agility, digital dexterity, and mental and emotional stability to perform physical activities which include, but are not limited to: effectively pursuing, restraining, and containing vicious animals, running, maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, dragging, pushing and pulling, lifting and carrying up to 70 lbs., functioning under traumatic conditions.

**ENVIRONMENTAL FACTORS:** Requires exposure to sun, adverse weather conditions, hazardous materials and chemicals, diseased and/or sick animals, dead animals, noxious odors, highly stressful and psychologically traumatic situations, dangerous situations including exposure to individuals in emotionally charged situations, and heavy traffic.

  
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Department Director

12-5-17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

12/12/17  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.