

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING
ANIMAL CONTROL MANAGER

Grade 24: \$35,956.09 (\$17.29/hr.) – \$49,565.86 (\$23.83/hr.)

DEPARTMENT: ANIMAL CONTROL

DIVISION: PUBLIC WORKS

GENERAL DESCRIPTION:

This position manages the enforcement of the County ordinance, which pertains to domestic animals, including performing field enforcement activities. Oversees and provides for the proper housing and care of animals in the County's kennels. Reports to the Public Works Director.

ESSENTIAL JOB FUNCTIONS:

1. Plans, coordinates, assigns and supervises employees in animal control operations, delegate's tasks and assignments in accordance with established procedures.
2. Ensures that proper records are prepared and maintained.
3. Field work advising residents of the County and State Animal Control Enforcement and Rabies Control laws including the apprehension of stray animals and enforcement of ordinances.
4. Advise residents on the responsibility of animal ownership. Obtains necessary information in case of animal bites. Explains animal control regulations to the public. Advise all parties of proper procedures for processing complaints. Act as liaison between complaining parties.
5. Responds to telephone and radio requests and locates reported stray animals. Checks animal for rabies tags. Attempts to locate animal's owners and obtain necessary information to satisfy complaint. Ensures that county and state Animal Control Enforcement regulations/ordinances are enforced and issues necessary citations and summonses to law breakers. Represents the County as witness in legal matters.
6. Responds and investigates animal control calls/complaints anytime of the day or night as required.
7. Promotes the rehoming and adoption of animals housed in the kennels to the public. Humanely destroys and disposes of vicious, unwanted, or diseased animals, which are not suited for adoption. Prepares animals for rabies testing. Picks up animal carcasses and assists with disposal of them following prescribed procedures.
8. Oversees and assists in maintenance of animal boarding areas, ensuring the kennels are properly cleaned, disinfected and odors controlled so the area is kept attractive for the visiting public. Performs the duties as Kennel Attendant as required.
9. Completes, writes and processes necessary forms, reports, citations and other required paperwork and record-keeping process of the animal control united. May assist in the general central office duties.
10. Oversees and assists with the manual work in the animal shelter for the care and feeding of confined animals. Assists with transferring animals from mobile cages to shelter safety enclosures and to daily exercise yards. Ensures that all animals are properly tagged and that sick animals receive various medications.
11. Oversees and/or performs ground maintenance including lawn and shrubbery care, janitorial and light maintenance work in or around the shelter, plus keeps animal food storage building clean and orderly. Ensure the proper maintenance and vehicles, other mechanical equipment and coordinates building repairs.

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(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Possess general management skills. Has ability to maintain an effective working relationship with the public and other employees. Ability to learn animal collection, handling, care and disposal methods and practices. Ability to control animals and perform daily assignments. Ability to learn methods, tools, and materials used in building maintenance related to the caring of animals. Ability to perform custodial duties. Ability to learn first-aid procedures, especially in the treatment of bite and scratch wounds. Ability to work with law enforcement officers. Ability to present enforcement cases in courts of law

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Must have experience in customer service, public service and animal/kennel related work. Must have a home telephone within thirty (30) days after employment date, as employee is subject to be on call.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License. Must attend and satisfactorily complete animal control courses required under the Animal Control Enforcement Program. Certified Animal Control Officer or ability to achieve certification, by taking next scheduled State Animal Control Officers School.

ESSENTIAL PHYSICAL SKILLS:

- Heavy lifting and carrying (45 pounds and over).
- Reaching, pulling, smelling.
- Climbing, walking, standing, crawling, kneeling, bending, stooping, jumping, running.
- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Driving of vehicles.

This is a disaster essential position.

ENVIRONMENTAL CONDITIONS:

Works inside and outside in various weather conditions and may be subjected to adverse conditions including: noise, dust, uneven slippery surfaces, heights, poor lighting, fleas and other insects, animals (that may be aggressive, calm, dead or diseased). Employee may also be subjected to stressful situations.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 12/5/2019