



City of Lindsay
EMPLOYMENT OPPORTUNITY
ANIMAL CONTROL OFFICER
OPEN RECRUITMENT

Class Title: ANIMAL CONTROL OFFICER **Compensation:** \$19.33-25.91 HR
Department: PUBLIC SAFETY **Step Range:**1-7
Location: 185 N. GALE HILL, LINDSAY **Status:** PART-TIME / NON-EXEMPT
Date: 10/15/2021 **Union:** NONE

Please submit an application and resume on the City of Lindsay Website at <https://www.lindsay.ca.us/hr>
Deadline: Position is open until filled

GENERAL PURPOSE:

Performs routine and complex public safety work in the enforcement of animal control ordinances.

SUPERVISION RECEIVED:

Works under the general supervision of the Services Division Commander.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Patrols streets to locate stray, injured or dangerous animals; removes dead, injured, or dangerous animals from streets and residential premises and transports them to the Porterville Animal Care and Control Facility.

Responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to: animals running at large, bites, property damage, or injuries, etc.

Maintains records and files of animals captured or collected; logs all incidents concerning animal control

Compiles a variety of data regarding animal control including but not limited to daily, monthly, and annual reports of activities.

Investigates violations of animal control ordinances and issues warnings or citations as required; appears in court to testify regarding animal control cases.

Serves various criminal or civil notices or papers related to enforcement of animal control ordinances.

Participates in a public relations program to foster public awareness of ordinances regarding animal control and humane treatment of animals.

Works closely with the media, public interest groups and businesses to promote improved care and control of animals.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.



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Maintains normal availability by radio and/or telephone for consultation on major emergencies or incidents

Carries out duties in conformance with Federal, State, County, and City laws and ordinances

Maintains contact with supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

May perform other duties as assigned.

PERIPHERAL DUTIES:

Maintains departmental equipment, supplies and facilities.

May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) High school diploma or GED equivalent
- (B) One-year prior experience in a position involving animal handling.
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of law enforcement principles, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques
- (B) Some skill in operating the tools and equipment required to execute duties
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations
- (D) Ability to communicate effectively orally and in writing
- (E) Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public
- (F) Ability to exercise sound judgment in evaluating situations and in making decisions
- (G) Ability to follow verbal and written instructions
- (H) Ability to learn the geography of assigned areas.

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid California Driver's License
- (B) Within one year of employment must successfully complete the California Humane Officer's Academy.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate testing; oral interview; background check live scan, physical, drug test, tb test; final selection.



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TOOLS AND EQUIPMENT USED:

Patrol vehicle, animal capture equipment, police radio, Oleoresin Capsicum (OC) Spray, first aid equipment, personal computer.

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 sit, stand, walk, talk and hear; The employee is required to use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ADDITIONAL SALARY INCREASES:

- *Effective on March 24, 2020 or the employee's date of hire, all members shall receive a three percent (3%) hazard pay salary increase or a minimum salary increase of seventy-five cents (\$0.75) an hour, whichever is greater. This hazard pay increase shall continue until the Lindsay City Council takes action to end the declared emergency, the declaration of emergency expires, or until December 31, 2021.*
- *An increase of 3% increase or minimum of seventy-five (\$0.75) effective January 1, 2022.*



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COVID-19 Considerations:

Protecting the health and safety of our communities — including our teams and of those considering a career with the City of Lindsay — is our highest priority. We continue to closely monitor the evolving situation and we appreciate your understanding and flexibility with any related changes to our interviewing process. Those selected to interview will be contacted via email with instructions for a virtual interview.

The City of Lindsay is committed to doing everything we can to keep our staff and community safe. This means widely spaced workstations, social distancing, regular sanitizing, PPE masks and hand sanitizer, gloves, goggles and flexible schedules.