

**JOB TITLE:** ANIMAL CONTROL OFFICER (NON-EXEMPT)

**DEPARTMENT:** PUBLIC SAFETY – POLICE

**FULL TIME:** YES

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**JOB SUMMARY:** Under the direction of Services Lieutenant, enforces the City Animal Control Ordinance which involves patrolling, apprehending, transporting, and performs other related work as required.

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**ESSENTIAL FUNCTIONS:** (This list is not exhaustive and may be supplemented as necessary.)

- Patrols the city looking for animals which are in a condition of violation of ordinances and statutes.
- Checks animals for appropriate city tags.
- Issues warning or citations to owners whose animals are in violation of an ordinance, statue or other law.
- Answers calls to pick up stray or biting animals, dead animals on public streets or animals that have caused damage to property.
- Responsibility for the care and feeding of animals at the shelter.
- Operates a pickup truck, uses snares or rope to capture animals found in violation of ordinances and statutes and takes to pound.
- Work in all weather conditions, inside and outside, in light and/or dark.
- Drive safely under adverse conditions, e.g., rain, snow, sleet, ice, dark, etc.
- Respond positively to constructive criticism.
- Maintain the appropriate uniform and acceptable personal hygiene.
- Use and maintain departmental equipment safely and properly.
- Follow through on assignments in a timely manner.
- Checks out complaints and takes or recommends appropriate action.
- Must not presently pose a threat to the health and safety of self or others.

**OTHER JOB FUNCTIONS:**

- Maintain kennels, cages, and the area around the animal shelter.
- Prepare and maintain a variety of records and reports.
- Perform related duties and responsibilities as required.

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**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:**

Graduation from High School or GED equivalent; possession of, or ability to obtain, an appropriate Animal Control Officer Certificate; possession of, or ability to obtain, an appropriate valid Texas Drivers License.

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**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:** Three years of experience in handling of small animals or an equivalent of experience and training preferred; knowledge of ordinances, laws and regulations pertaining to the general care and control of small animals; good knowledge of streets within the city; knowledge of animal's diseases and behavior; skilled in the use of animal control equipment; ability to operate automotive equipment such as a pickup truck; ability to work with and for the general public under adverse conditions; enforce animal regulations; administer animal first aid and euthanasia; ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: chasing fleeing animals, moving deceased animals, subduing resisting animals, operating assigned equipment, running, crouching or crawling, walking, standing, or sitting for extended periods of time; maintain effective audio-visual discrimination and perception needed for assigned duties and responsibilities.

**STARTING SALARY \$ \$14.41 hourly .**

**EMPLOYEE BENEFITS:** Employees of the City of Mineral Wells receive City paid Hospitalization and Life Insurance with optional dependent hospitalization, dependent and employee dental and vision; Flexible Spending Accounts (FSA); ICMA RC retirement at employee's expense; TMRS Retirement Plan; Sick Leave Benefits; Certification and education pay (up to \$500 per month), 10 paid holidays and one personal holiday.

**HOW TO APPLY:** Applications must be submitted on the City's Application for Employment form, which is available at [www.mineralwellstx.gov](http://www.mineralwellstx.gov) or at City Hall Annex, 115 S.W. First Street, Mineral Wells, TX 76067: A "Personal History Statement" and "Authority to Release" form are also required for this position, which are available on the City's website. Applications may be faxed to 940-328-7704. Please call Sherri Lee, HR Coordinator, at 940-328-7701 for further information.

**THE DEADLINE FOR SUBMITTING AN APPLICATION IS 5 p.m. January 5, 2018.**

**THE CITY OF MINERAL WELLS IS AN EQUAL OPPORTUNITY EMPLOYER**

Additional information and form required: Personal History Statement and Authority to Release Information