

CODE:
FLSA:
GRADE:

CITY OF BENNETTSVILLE, SC
JOB DESCRIPTION- NOVEMBER, 2014 (REVISED August 2023)

JOB TITLE: ANIMAL CONTROL /CODES ENFORCEMENT OFFICER
PLANNING AND ZONING DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs service work in the enforcement of ordinances regulating the keeping of animals within the municipality. Reports to the Manager of Planning and Zoning. The Animal Control Officer is responsible for enforcing and implementing animal-related regulations and ordinances within the small municipality. This role involves ensuring public safety, animal welfare, and promoting responsible pet ownership. The Animal Control Officer is tasked with handling various aspects of animal control, including responding to calls related to stray animals, investigating animal-related complaints, and educating the community about responsible pet ownership practices.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Respond to Animal Related Calls: Investigate and respond to reports of stray, injured, or aggressive animals within the municipality. Capture and safely transport animals to appropriate facilities when necessary.

Animal Welfare: Ensure the humane treatment of animals and coordinate with local shelters or rescue organizations for the care and adoption of animals in need.

Enforce Animal Control Regulations: Enforce local ordinances and state laws related to animal control, licensing, and registration. Issue citations and warnings for violations when necessary.

Rabies Control: Assist with rabies control efforts, including ensuring that all reported animal bites are properly addressed, and rabies vaccinations are up to date.

Public Education: Educate the community on responsible pet ownership, animal care, and safety measures. Conduct outreach programs, workshops, and educational sessions in schools and community events.

Animal Rescue and Rehabilitation: Work with local animal rescue organizations to facilitate the rescue and rehabilitation of injured or abused animals.

Wildlife Management: Assist with the management of wildlife-related issues, such as addressing encounters with dangerous or nuisance wildlife.

Maintain Records: Keep accurate records of animal control activities, including animal intake, adoptions, complaints, and investigations.

Administrative Tasks: Perform administrative duties related to animal control, including issuing licenses, maintaining paperwork, and managing financial transactions related to animal services.

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Utilizes a variety of computer software programs such as Power Point, Microsoft Word, and Internet Explorer.

Equipment Maintenance: Ensure that animal control equipment, such as traps, vehicles, and safety gear, are properly maintained and in good working condition.

Working Conditions: Animal Control Officers often work outdoors in various weather conditions and may encounter challenging situations involving aggressive animals or distressed citizens. The role may require flexibility in working hours, including evenings, weekends, holidays, to respond to emergency calls or special events.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma supplemented by a minimum of 1 year of experience in the codes enforcement field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. May require additional certifications. Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry or otherwise move objects. Must be able to lift/carry weights of up to 100 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether like or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare/record required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

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Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the public.

Numeric Aptitude: Requires the ability to use arithmetic such as multiplication, multipliers, products, divisions, dividends, divisors, quotients, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to make simple movements with fingers, hands, arms, legs, feet, and torso, e.g., patrolling, hoisting, loading, unloading, lifting, janitorial, etc.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to recognize and blend specific shades, shapes, flavors, pitch, colors, textures, sounds, odors, tastes, forms, e.g., food preparing, policing, auto driving, typing, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and hear: (talking expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the department as they pertain to the performance of duties of the Animal Control/Building and Codes Enforcement Officer. Has knowledge of the methods, organization and planning as they pertain to the performance of duties of the position and as reflected in the needs and requirements of the department. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Can make swift, sound, and educated decisions. Can take the initiative to complete the duties of the position without the need of direct supervision. Can plan, organize, and prioritize daily assignments and work activities. Can learn and utilize new skills and information to improve job performance and efficiency. Can read and interpret complex materials pertaining to the responsibilities of the job. Can prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with staff, professionals, and members of the public through contact and cooperation. Can maintain positive customer-focused relationships with staff, agencies, the public, and all other internal and external

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customers. Can analyze and recognize problems and potential problems and recommend appropriate solutions. Can compile and analyze information and present both oral and written reports clearly, concisely, and effectively. Can comprehend, interpret, and apply policies, procedure, rules, and regulations. Can communicate at the highest levels clearly and concisely and can influence and persuade others. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and research issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors, and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

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Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.