

PURPOSE OF THE CLASSIFICATION: Under general supervision performs lead work over Tulsa Animal Welfare staff engaged in shelter operations, field operations and investigations enforcing City ordinances and State Laws relating to the control of animals, and other related assigned duties; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Acts as a lead, coordinating and monitoring work of the kennel staff and animal control officers
- Reviews the work of animal control officers including written investigative reports to ensure adherence to policies and procedures, and reviews work of kennel staff for facility cleanliness
- Ensures proper animal care within the animal shelter, including basic care, cleaning and disinfection to prevent the spread of disease, and trains subordinate personnel during initial training in accordance with training protocols
- Assists animal control officers and kennel staff in the performance of their duties when needed, and acts as an Animal Welfare Supervisor in his/her absence
- Demonstrates and applies advanced knowledge of animal control policies, procedures, practices, laws and ordinances, and advises other employees on the same, with management's approval
- Utilizes discretion and sound judgment when interpreting policy and recommends effective remedial measures within scope of authority
- Performs euthanasia on injured and other animals as directed
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED): **and,**
- (b) Five (5) years of increasingly responsible animal control work

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the methods of animal crime investigations, proper investigative techniques and procedures
- Good knowledge of the safety requirements of the work
- Good knowledge of the geography of the City
- Good knowledge of City ordinances relating to animal ordinance violations, state law and federal law regarding animals
- Animal control enforcement practices, procedures, laws and regulations, including departmental policies, procedures and practices
- Safe and humane animal handling and animal behavior

Ability to:

- Lead the work of several employees performing investigative activities
- Make effective and quick decisions in complex or emergency situations
- Effectively communicate both verbally and in writing
- Analyze and resolve problems
- Effectively investigate and resolve citizen complaints and disputes regarding animals
- Remain calm under stressful and occasionally hazardous conditions

- Perform euthanasia
- Exercise sound independent judgment
- Work weekdays, evenings, weekends and holidays
- Understand, interpret and explain animal related laws and regulations
- Retrieve and impound large and small animals
- Operate various types of capture tools/equipment
- Establish and maintain effective working relationships with supervisors, other employees, and the general public
- Prepare various reports; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding

Skill in:

- The use of tools and equipment specific to animal control functions

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, running, standing, sitting, reaching, bending, handling, smelling, twisting, reaching with hands and arms, crouching or crawling, lifting a repetitive motions; and vision, speech, and hearing sufficient to perform the essential tasks. Work regularly requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, including urine, blood, and feces, and exposure to outdoor weather conditions, and exposure to bloodborne pathogens; work is generally in a loud noise location.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and,**
- b) Certification from Association of Certified Cruelty Investigators or similar professional training and Oklahoma Certified Euthanasia Technician certification within (1) year, as approved by management; **and,**
- c) Possession of an Oklahoma Bureau of Narcotics and Dangerous Drugs license within (90) days of appointment as Certified Animal Euthanasia Technician, as approved by management

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather. May be exposed to the following: animal waste/dead animals, traffic, cramped work areas, weather/temperature extremes, rough terrains, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect bites, poisonous plants, toxic fumes/vapors/odors, and high noises.

EEO Code: N-07

Group: Public Safety

Series: Public Safety Technical