

**POSITION DESCRIPTION**  
**City of Big Spring**

**Job Title:** Animal Control Warden  
**Department:** Police

**Grade/Step:** 11-1  
**Pay Rate:** \$11.998/hour

**JOB SUMMARY**

This position is responsible for controlling and/or impounding stray, abandoned or injured animals; enforces ordinances concerning stray and/or dangerous animals.

**MINIMUM QUALIFICATIONS**

- High School diploma or GED.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one year.
- Possession of a valid Class C Driver's License issued by the State of Texas for the type of vehicle or equipment operated.
- Must live within a thirty (30) minute travel time from workstation or be able to meet this requirement within six (6) months of employment.

**DUTIES, FUNCTIONS AND RESPONSIBILITIES**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Responds to calls throughout the county, to catch and detain stray, abandoned, injured and/or dangerous animals.
- Patrols the city for and transports stray, abandoned, injured and unlicensed animals to the city shelter.
- Removal and disposal of dead animals from roadways.
- Euthanize animals when necessary.
- Pick up and/or impound animals in a safe and humane manner.
- Provides daily care for impounded animals including feeding, watering and obtaining or providing medical care.
- Investigate reports of animal bites and dangerous or vicious animals.
- Respond to observed or reported emergency situations and ordinance violations.
- Issues warnings and citations for violations of state laws and city ordinances; conducts follow-up inspections as necessary.
- Write reports and record data on appropriate log/forms.
- Testifies in court regarding ordinance violations.
- Prepares reports concerning animal bites and quarantines animals for rabies observation.
- Counsel/educate citizens and provide information and assistance regarding responsible animal ownership/ordinance requirements (leash law, registration, animal behavior, etc.)
- Maintains records of impounded animals.
- Cleans the shelter, equipment and tools on a daily/weekly basis.
- Respond to after hours emergency calls as needed.
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION**

- Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of relevant state laws and city codes and ordinances concerning licensing and impounding of animals.
- Knowledge of city and county roads and geography.
- Skill in establishing and maintaining good working relationships with other city employees and the public.
- Knowledge of the procedures involved in the capture and euthanization of animals.
- Knowledge of animal breeds and their characteristics.
- Skill in animal care.
- Skill in safely handling animals including those with unknown temperament.
- Adhere to disease management and safety protocols.

## **SUPERVISORY CONTROLS**

The Sergeant– Support Services assigns work in terms of general instructions. The work is reviewed for compliance with procedures, accuracy and the nature and propriety of the final results.

## **GUIDELINES:**

Guidelines include relevant state laws, city ordinances and departmental policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

## **COMPLEXITY:**

The work consists of related duties in animal control. Inclement weather, animal dispositions and public emotions contribute to the complexity of the work.

## **SCOPE AND EFFECT:**

The purpose of this position is to control stray, abandoned and/or dangerous animals and to educate the public regarding responsible pet ownership. Successful performance in this position contributes to the safety of the community.

## **PERSONAL CONTACTS:**

Contacts are typically with co-workers, animal owners and the general public.

## **PURPOSE OF CONTACTS:**

Contacts are typically to exchange information and provide services.

## **PHYSICAL DEMANDS:**

The work is typically performed while standing, walking, running, bending, crouching or stooping. The employee must occasionally lift heavy animals and other objects.

## **WORK ENVIRONMENT:**

The work is performed both indoors and outdoors. The employee may be exposed to noise, infectious or contagious diseases, foul odors, inclement weather and dangerous animals. The work requires the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.