



AC Field Operations Supervisor Animal Control

AC/9-717

JOB SUMMARY

This position is responsible for enforcing the animal control ordinance, ensuring the humane treatment of animals in the county's protective custody, and acting as a first-line supervisor.

MAJOR DUTIES

1. Provide excellent customer service while in shelter and in field.
2. Manage Animal Control Officers, assigning work schedule, daily assignments and on call schedule including offsite events as needed.
3. Oversee intake procedures ensuring all animals are given proper vaccinations and exams upon being brought into shelter.
4. Ensure that officers respond to calls from citizens; investigates reports of animal cruelty; prepares and files incident reports; interprets laws and ordinances and serves citations and subpoenas; impounds stray animals; provides aid to sick or injured animals; responds to animal bite reports; secures aggressive animals; arranges quarantine for animals.
5. Oversees the safe housing and disposition of animals in bite quarantine.
6. Assist Veterinarian with euthanasia process as needed.
7. Assess animals along with Kennel Supervisor for participation in programs.
8. Work with Kennel Supervisor to assign staff to assist with cleaning and disinfecting dog kennels and cat cages; sweeps, mops, and disinfects floors; provides medical treatment to animals; feeds animals; monitors animals for signs of injury or illness.
9. Answers multiple phone lines; processes complaints; dispatches field officers; records animal intakes, adoption education and counseling; prepares rabies specimens; prepares court cases; attends and testifies in court.
10. Trains new Animal Control Officers.
11. Transports deceased animals for disposal
12. Assist with daily cleaning and care of shelter and animals housed within.
13. Responds to after-hours emergencies as needed.
14. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of local ordinances, state and federal laws pertaining to animal care and control.
2. Knowledge of animal shelter medical practices.
3. Knowledge of hazardous materials and sanitation standards.
4. Knowledge of pet breed identification, traits, and behavior.
5. Knowledge of computers and job-related software programs.
6. Knowledge of evidence collection and documentation procedures.
7. Knowledge of animal control policy and procedures.
8. Skill in animal capture techniques and in the use of animal control equipment.
9. Skill in public and interpersonal relations.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Animal Control Director or his or her designee assigns work in terms of general instructions. The Kennel Supervisor, Field Supervisor and Customer Service Supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include city, county, and state laws; codes and ordinances; safety manuals, standards operating procedures; Georgia Department of Agriculture rules and regulations; and department and county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related animal control duties. Working with sick or wounded animals or with aggressive animals contributes to the complexity of the position.
- The purpose of this position is to enforce animal control ordinances and assist in the operation of the animal shelter. Success in this position contributes to the enforcement of local animal control ordinances and to the health and safety of residents and the animal population.

CONTACTS

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PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and interacts with animals.
- The work is typically performed in an office, stockroom, animal shelter, and outdoors. The employee may be exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, aggressive animals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over Animal Control Officers and adoption staff in the absence of the Director and Operations Manager.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- 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 to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.