



CLASS SPECIFICATION

Class Code: 2230
Date Est: 03/2001
Last Rev: 04/2017
Last Title Chg: 08/2015
FLSA: Non-exempt
Probation: 12 Months

ANIMAL SERVICES FIELD SUPERVISOR

DEFINITION

Under general direction, supervises and provides direction and work coordination for Animal Control Officers; enforces applicable County ordinances and State laws governing the care, control, licensing, impoundment and euthanasia of animals; dispatches field staff; captures and transports animals; performs investigations and related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience as an Animal Control Officer; OR four years of progressively responsible experience in the care and handling of animals in a professional work environment including interviewing the public, assessing information and making determinations; OR four years of experience in the enforcement of local, state or federal codes/laws; OR an equivalent combination of training and experience. Four years of full-time active duty in the military may be substituted for required law enforcement experience.

Successful completion of training in use of bite stick (baton) and methods of chemical capture is required prior to completion of probationary period.

Successful completion of qualification and certification for the use of shotguns is required prior to completion of probationary period.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Possession of, or ability to obtain, a valid certification as a euthanasia technician within one year of appointment.

Possession of, or ability to obtain, a valid pharmacy certificate within one year of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over Animal Control Officers.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive, screen and take appropriate action on animal related service calls from the public; determine priority; dispatch all units in accordance with established procedures; transfer calls to appropriate agency as necessary.

Conduct employee training in animal services enforcement functions and methods including the use of appropriate equipment.

Supervise assigned staff including work assignment and review, training in proper work methods and techniques, conducting performance evaluations and initiating disciplinary actions including performance forms and verbal counseling.

Patrol County areas in a radio-dispatched vehicle to investigate, locate, capture and impound domestic animals and respond to calls and complaints from the public concerning stray, nuisance, dangerous, injured or dead domestic animals.

Investigate animal bites and prepare reports for the County Health Officer, quarantine animals as necessary and ensure proper implementation of the rabies specimen procedures.

Explain to the public and concerned parties the provisions of the State of Nevada Revised Statutes, Washoe County Code Chapter 55, County ordinances and departmental policies regarding animal services.

Issue warning notices and citations to ordinance violators.

Maintain records of impounded animals.

Euthanize animals in the prescribed manner, according to appropriate laws and in accordance with established policies.

Document non-compliance cases for prosecution and appear in court to present evidence as needed.

Collect information and prepare reports for kennel permits, exotic animal permits and dangerous dog determinations.

Provide direction to Animal Services Kennel Supervisor in absence of Animal Services Manager.

Fill in for Animal Services Manager when necessary.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Basic non-emergency dispatch procedures utilizing in-house software program.

Washoe County Regional Animal Services policies and procedures.

County ordinances and State laws, and regulations governing impounding, care, quarantine, treatment and euthanasia of animals.

Computer software specific to the department.

Procedures and equipment used in capture and impounding of animals including bite stick (baton) and methods of chemical capture.

Geography of the County.

Principles and practices of supervision.

Basic principles and practices of budgets and accounting.

Skill in:

The use of a tranquilizer gun, bite stick (baton) and hand tools.

The operation of a non-emergency multi-line dispatch base station.

Ability to:

Respond to requests and inquiries from the public and other agency personnel regarding animal regulations and concerns.

Perform a wide variety of animal control and law enforcement functions as related to animals.

Provide court testimony regarding animal control issues.

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles and practices of supervision and training.

Basic understanding of radio procedures and computer equipment.

Feeding and general care of various breeds of dogs and cats and other domestic animals.

Common diseases of animals, including their symptoms and treatment.

Habits and characteristics of animals.

Mathematical principles.

Record keeping methods and office procedures.

Proper English usage, spelling, vocabulary, grammar and punctuation.

Basic methods of animal capture, restraint and euthanasia procedures.

Skill in:

Proficiency in the safe use, care and handling of shotguns.

Ability to:

Operate office computer equipment, dispatch base station and multi-line phone system.

Perform mathematical computations quickly and accurately.

Receive, prioritize, and handle radio and telephone transmissions properly, rapidly, efficiently and effectively.

Analyze situations and make sound decisions and adopt effective course of action in both routine and non-routine situations.

Speak clearly and distinctly in a well-modulated voice.

Drive a medium duty truck safely.

Perform animal control and law enforcement functions as related to animals.

Carry out oral and written directions.

Exercise good judgment in handling potentially hostile individuals and situations.

Read, interpret and enforce animal control laws, ordinances and regulations.

Communicate effectively both orally and in writing.

Maintain effective working relationships with others.

Maintain records and prepare routine reports.

Deal tactfully and courteously with the public when providing information and carrying out enforcement activities.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

All Washoe County Animal Service employees are considered disaster services employees when ordered to assist during a disaster.

Incumbents may work irregular hours, weekends, holidays or evenings.

THIS POSITION REQUIRES LIFTING UP TO 75 LBS. UNASSISTED. This includes animals that are excited and agitated.

Ability to sit for extended periods. Ability to frequently stand, climb, walk, run, stoop, crouch and kneel. Sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment. Sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time. Work is performed in office, outdoors, and driving environments. Ability to work in varying temperatures. Ability to work under conditions involving exposure to dust, gases, and chemicals. Exposure to animals with rabies and other diseases. Must be willing to work non- standard work week.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.