

Williamson County Job Description

Dept:

Job Title: Animal Control Supervisor **FLSA:** Exempt **Pay Grade:** B.26 **Effective Date:** 1.2021

JOB SUMMARY:

- Responsible for planning, coordinating and scheduling the enforcement of animal control laws and regulation using independent judgement to work with the public on the apprehension of stray, diseased or dangerous animals.
- Ensure the safety of both citizens and animals with the knowledge and enforcement of rabies control, animal welfare, shelter operation and citizen's welfare regulations in regard to animal control
- Investigates and takes appropriate enforcement action for violations of County wide animal cruelty laws and animal regulatory laws, ranging from infractions to felonies
- Exercises direct supervision over assigned staff

ESSENTIAL DUTIES:

- Ensures public safety by enforcing Chapter 826, of the Texas Health and Safety Code.
- Supervises and assists Animal Control staff in field operations; ensure appropriate actions are taken in animal control incidents
- Comprehends, interprets, enforces, and applies state and local laws and regulations relating to animal control and humane treatment of animals.
- Captures, handles, restrains, confines and transports animals using methods, techniques, and/or special equipment, including tranquilizing firearm.
- Prepares work schedule and assigns duties for employees as well as approves time off requests.
- Utilizes tact, self-restraint, judgment, and strategy in dealing with a wide variety of people, both friendly and hostile, in the enforcement of animal control and anti-cruelty laws..
- Investigates complaints of animals roaming, nuisances, cruelty, dog bites, and/or other violations of animal control laws and ordinances for Williamson County.
- Issues citations for violations of animal control laws and ordinances, and testifies in court hearings.
- Prepares detailed reports including creating records of investigations conducted, gathering evidence/information, and ensuring that all documentation meets the standard for potential use in court.
- Removes and disposes of deceased animals.
- Euthanizes suffering animals, as necessary, with understanding and compassion.
- Maintains County vehicles and animal control equipment.
- Maintains sufficient inventory through the purchase of supplies and equipment.
- Responds to and assists law enforcement with requests to help with evictions, animal impounds, neglected, mistreated, and abandoned animals.
- Reviews and approves reports and assigned paperwork.
- Completes written employee evaluations and performance plans as needed.
- Plans, coordinates and facilitates unit training and equipment as needed to meet goals.
- Coordinates with other departmental personnel to ensure exchange of information and mission is being met.
- Manages employee schedules to include daily, court, vacation, sick and training.
- Complies with departmental and countywide policies and procedures.
- Performs related special projects as assigned.
- The physical demands and environmental factors listed below, as well as regular attendance, are also essential functions for this position.

PHYSICAL DEMANDS:

- The work is regularly active with periods of heavy exertion, and is performed in field settings, outside in varying inclement weather conditions; including extreme heat, cold and wet conditions.
- Exert physical effort to restrain animals for a substantial period of time.

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- Work regularly requires ability to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk, hear and smell.
- Wears a utility belt that may weigh up to 10 pounds, occasionally lift and/or move more than 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and peripheral vision; and the ability to adjust focus.

ENVIRONMENTAL FACTORS:

- Work is predominantly performed outdoors, driving and in animal shelter environments in varying temperatures; exposure to excessive noise (such as barking dogs); aggressive and/or dangerous animals; animal waste and dead animals; dust, chemicals from cleaning agents/disinfectants; and sewage and zoonotic diseases.
- Frequent contact with other County employees, law enforcement agencies, judges, attorneys, courts and the general public.
- Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County premises.

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent.
- Five (5) years of experience in animal control or related field.
- Two (2) years of supervisory experience or related equivalent.
- Have pre-rabies exposure series or to obtain the series within three (3) months of hire.
- Animal Control Basic Certification and euthanasia certification through the Texas Department of Health and Human Services or must obtain within (6) months of hire.
- Current/valid driver's license.
- Must maintain a satisfactory Motor Vehicle Record.

EMPLOYMENT TESTING:

Employment is contingent on passing post-offer, pre-employment drug testing, motor vehicle report and extensive criminal background investigation.

PREFERRED REQUIREMENTS:

- Previous experience handling and caring for domestic animals in a kennel facility, veterinary clinic, animal hospital, or explaining rules and regulations to the public in an animal related environment or public service capacity.

IRREGULAR HOURS:

- Works irregular shifts, weekends and holidays. Subject to standby, callback and reassignment to any animal shelter as needed.
- Essential Personnel for Emergency Situations; at the discretion of the Department Director.

ORGANIZATION RELATIONSHIPS:

- Reports directly to the Sergeant or higher rankings as directed
- Direct Reports- Animal Control Officers
- Number of Direct Reports- 4

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FAIR LABOR STANDARDS ACT (FLSA) STATUS:

- Exempt (Salary)

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

Lieutenant

Signature of Supervisor

Date

Commander

Signature of Division Director

Date

Assistant Chief

Signature of Department Head

Date

COMMENTS:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.