

City of Brookland

Police Animal Control/Code Enforcement

Job Description

Exempt: No
Department: Animal Control/Code Enforcement
Reports To: Chief of Police, Captain and Mayor
Location: 409 Holman Brookland Police Department Brookland, Ar. 72417
Date Prepared: December 10, 2021
Date Revised:
Safety Sensitive: This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

To patrol the city, enforcing city ordinances pertaining to the wellbeing of animals kept within the city by residents. To ensure that residents are keeping properties up to code. To care for animals that have been abandoned and/or recovered within the city limits of Brookland. To maintain the facility housing the animals. To issue citations for violations of ordinances and to testify in court pertaining to these cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrol the city looking for violations of city code and or animal control ordinances. Respond to citizen complaints regarding city code and animal control violations. This duty is performed daily, about 75 to 80% of the time.
2. Caring for and maintaining the facility housing abandoned or lost animals. This duty is performed daily, about 20 to 25% of the time.
3. Preparing case files to present in court for violations of ordinances. This duty is performed daily as needed, about 10% of the time.
4. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using

other forms of measurement.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic Police Certificate

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Animal Control Training

SOFTWARE SKILLS REQUIRED

Basic: Database, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, vehicles and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions in cold and heat.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions, wet or humid conditions; and occasionally exposed to work near moving vehicles, fumes or airborne particles, extreme cold, extreme heat. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, taste, or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; and distance vision.