



Animal Control Officer

Job Summary:

The Animal Control Officer (ACO) enforces laws concerning the care and treatment of animals, protects the public and rescues domesticated animals, maintains public health standards, and deals with nuisance wildlife. This position reports to the Police Patrol Lieutenant(s) but requires much independent responsibility and ability to coordinate its own activity and own schedule to accomplish job tasks.

Duties/Responsibilities:

- Operate and maintain cleanliness of the ACO vehicle, equipment, and facilities.
- Assist in formulating policy and procedures for the ACO position.
- Work with Police Department on improving the ACO program to the benefit of residents and the City.
- Set traps for nuisance wildlife.
- Set schedules, report activities, communicate progress on tasks, and attend work regularly and consistently.
- Receive calls from dispatch and drive assigned vehicle to location.
- Investigate cases of alleged animal abuse, violations of ordinances related to animal care or behavior, or reports of injured, stray, sick, or dangerous animals; interview individuals having contact with the animal(s), such as the owners.
- Take possession of animals that show signs of neglect, inhumane treatment, disease, or malnutrition.
- Transport animals to agency, shelter, or veterinarian, as appropriate, while attempts to locate owners are made and/or when the animal needs to be impounded or investigated for diseases such as rabies.
- Patrol assigned areas in animal control vehicle, seeking animals that are stray, sick, injured, or deceased. Respond to citizen complaints and call for special attention in specific areas.
- Complete records and forms and prepare reports concerning daily activities, fees collected, citations given, investigations made, and controlled drugs used.
- Collect fees for services, licenses, redemption, and adoption.
- Provide information and answer inquiries concerning licensing, vaccinations, euthanasia, adoptions, spaying and neutering, and other Animal Control Program (ACP) related matters.
- Use department-issued equipment/ weapons, as needed, to capture and/or euthanize nuisance wildlife/ animals according to established protocol and dispose of properly.
- Testify as a professional witness in legal proceedings.
- Speak to community groups about the ACP, including but not limited to, proper care and feeding of pets, the value of pet population control, nuisance wildlife issues, and other ACP matters.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Must enjoy working with animals.
- Ability to remain patient in trying situations.
- Understanding of animal control procedures.
- Ability to express thoughts, concepts, and situations verbally and in written form.
- Ability to read, comprehend, and explain state and local laws, regulations, and ordinances as they pertain to animal control.
- Ability to communicate effectively, tactfully and courteously with members of the public.

- Ability to work under supervision and interpret orders.
- Ability to work independently.
- Ability to follow City and Department policies and procedures.
- Ability to handle animals in various forms of distress in a safe and humane manner.
- Ability to learn and recognize physical and behavioral characteristics of animals.
- Ability to learn and recognize signs of rabies and other common animal illnesses.
- Ability and capacity to euthanize animals that are dangerous, sick, or unwanted. (training will be provided if not already certified.)
- Proficient in the use of Microsoft Office Suite or similar software.
- Ability to care for equipment and facilities related to job duties.
- Physical ability to control aggressive animals.

Education and Experience:

- High school diploma or equivalent required.
- Successful completion of on-the-job training.
- Animal care or law enforcement background strongly preferred.
- Valid driver's license.
- National Animal Control Association (NACA) (or equivalent) certificate preferred.

Physical Requirements:

- Must be able to stoop, squat, crawl, climb, and perform other physical duties as needed to investigate locations and animals and to apprehend animals when needed.
- Must be able to perform custodial tasks involving physical labor and use of equipment (e.g., scraper, water hose/ power washer, squeegee, broom, disinfectant chemicals, etc.)
- Must be able to lift and move feed bags, litter bags, animals, other supplies and equipment weighing up to fifty (50) pounds on a regular basis and over 100 pounds on an occasional basis; and assist other employees in lifting and dragging heavier weights.
- Must be able to work in all types of weather and during day and night conditions.
- Must be able to traverse uneven terrain in all types of weather.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (per the Americans with Disabilities Act) expected of the employee ACO. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. The employee may be asked to perform other duties as required and/or assigned.

Applications are available on the City of Maple Heights website: www.citymapleheights.com and also at the City Hall located at 5353 Lee Road, Maple Heights, Ohio 44137. Please return applications, resume and cover letter to the City of Maple Heights, Department of Human Resources; or to hr@mapleheightsohio.com. All new employees must successfully complete background check and drug screen prior to hire.

The City of Maple Heights is an Equal Opportunity Employer. The City of Maple Heights will not discriminate against any individual or group because of race, gender, sexual orientation, religion, age, height, weight, genetic information, national origin, color, marital status, political beliefs, or disability. Applicants with a disability who may need an accommodation to complete the pre-employment application or participate in the interview process should make such a request to the City of Maple Heights Human Resources Department. The City of Maple Heights is a drug-free and smoke-free workplace.