

Peninsula Humane Society & SPCA

Animal Control Officer in Animal Rescue & Control

Job Description

Division: Animal Rescue & Control

Reports to: Captain, Animal Rescue & Control Services

FLSA Status: Non-Exempt-Union

Salary: \$16.07/hour

Excellent benefit package provided

Summary: Reports to Animal Rescue & Control Division and the Captain of the Animal Rescue & Control Department. Promote humane attitudes toward care and treatment of animals by education and example. Answer questions and advise the public regarding animal welfare issues, ordinances, quarantines, adoptions, other animal laws and related issues.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Patrol assigned areas within San Mateo County in a patrol vehicle using safe driving practices.
- Pick-up stray animals rescue and/or relocate animals in distress in a safe and humane manner.
- Locate, quarantine and observe animals for symptoms of rabies.
- Pick-up and remove dead animals.
- Must be certified in Euthanasia within the first year of employment in house.
- Assist in euthanasia or euthanize animals as necessary.
- Prepare reports and maintain daily work records in appropriate forms.
- Operate a 2-way radio in a professional manner.
- Maintain the patrol vehicle in a clean and orderly manner, stocked with the necessary equipment.
- Maintain vehicle and equipment in good working order.
- Perform decapitations on select animals per the guidelines of the health department.

Qualifications:

- High School graduate and at least 18 years of age.
- Must possess a valid California Driver's License with a clean driving record.
- Must complete an extensive background investigation, including felony check and psychological examination.
- Must successfully complete a course in 832 PC (law enforcement course) within one year of employment as an officer.
- Must be able to perform assigned duties as required.
- Must have a pleasant personality; good verbal and written communication skills.
- Must have the ability to work well and communicate effectively with the public, fellow employees and volunteers.
- Must have a flexible schedule and the ability to work on weekends and/or holidays as needed

- Must be highly motivated toward the welfare and humane treatment of all animals.
- Must show maturity and good judgment; perform the job in a professional manner and work effectively under pressure.
- Able to work effectively without close supervision.
- Must be able to lift 50lbs from ground to waist.
- Keyboard skills and/or computer literate

Language Skills: Ability to read and comprehend simple instructions, short correspondence, memos and reports. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to members of the public, volunteers, and other employees of the organization. Good oral and written communication skills.

Mathematical Skills: Ability to add and subtract, multiply and divide. Ability to perform these operations using units, weight measurement, and volume.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Chameleon database software or become proficient within the first six months from hire date. Basic knowledge, or become proficient with Microsoft Office and computer keyboarding skills (data entry).

Working Conditions: Dealing with possible unruly, vicious and dangerous animals and impounding them safely and humanely as possible; hostile public; operation of a vehicle under all types of weather/road condition; heavy and fast-paced workload; possible exposure to parasites and infectious disease; strenuous activity; must be willing to work irregular hours, shifts, weekends, holidays and standby.

Physical Demands: The physical demands 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. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to sit and/or drive. The employee must frequently lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.