

ANIMAL CONTROL FIELD SUPERVISOR

CODES/PAY GRADE

Class Code: 3054

EEO Code: D

Pay Grade: 117

MAJOR FUNCTION

Supervisory work in the enforcement of the County's Animal Control Ordinance and managing the Volusia County Animal Control office.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs all examples of work as outlined for the Animal Control Officer.

Supervises other Animal Control Officers. Trains new officers. Evaluates and disciplines subordinate officers. Conducts training meetings as needed. Responsible for scheduling and overtime justification. Orders supplies and equipment. Conducts monthly staff meetings.

Helps officers with difficult complaints or investigations. Attempts to conclude unresolved complaints. Reviews written complaint reports. Follows up on barking complaints.

Distributes literature and talks with groups on ordinance.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the Animal Control Ordinance. Knowledge of the symptoms of rabies in dogs and cats. Knowledge of the geography of County unincorporated areas. Knowledge of state codes and ordinances relative to animal control.

Ability to apprehend animals in the field, including vicious or rabid animals. Ability to supervise subordinate officers.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED certificate and three (3) years experience as an Animal Control Officer or related experience.

(Animal Control Field Supervisor continued)

Possession of a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Heavy work. Ability to see, hear, talk, carry, lift, climb, reach, grasp, crouch, reach, pull, walk, run, handle, stand. Ability to traverse uneven, wooded, wet terrain. Exposure to dangerous animals; animal waste.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather including rain, heat, cold, humidity. Exposure to odors, noise.

Mental Demands: Ability to read and comprehend state and local ordinances, statutes, code; technical manuals; safety rules, procedures, instructions, memos, letters. Ability to perform shop math. Ability to speak clearly and concisely; publicly; conversant in the theories, policies, procedures of discipline. Ability to write complex documents relaying details, instructions; summaries, reports.

Revised 10/94