



CITY OF SUNLAND PARK, NEW MEXICO
POSITION DESCRIPTION

POSITION TITLE: ANIMAL CONTROL/VECTOR CONTROL OFFICER		GRADE: 4
DEPARTMENT: COMMUNITY SERVICES		FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
APPROVED BY: _____ City Manager		_____ Date
_____		_____
Human Resources		Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PURPOSE:

Responsible for enforcing animal control and vector control ordinances for the City. To capture/restrain a variety of wild and domestic stray, injured vicious, or unwanted animals; investigates and make written reports for court proceedings as necessary and enforce rules and regulations pertaining to animal control. Spraying pesticides/chemicals to control and prevent the growth of various insects and rodents pertaining to vector control. Work is performed without supervision at administrative direction.

SUPERVISION AND GUIDELINES:

SUPERVISION RECEIVED:

Reports directly to the Community and Economic Development Director and/or assignee.

SUPERVISION EXERCISED:

None

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Performs routine enforcement work in the control, care, custody, and disposal of strays and/or wild animals and ensure compliance with City ordinances or State Statutory provisions pertaining to animal control and public health related to vector control; Responds to resident complaints regarding animals and mosquitoes; Performs inspections for the City for possible animal control violations, investigates finding and issues

appropriate warnings and citations to owners; Secures animals in cages or other enclosures and transports to animal control facilities, as appropriate; Maintains records and prepares periodic and special reports on prevention enforcement activities; Prepares cases and appears in court in legal action to represent the City in the areas of animal and vector control issues; Prepares and ships lab specimens to laboratory for rabies diagnosis and vector control monitoring; Visits home to inspect licenses, vaccination certificates; Provides classroom instructions to school children on the basics of responsible pet ownership and dog bite prevention and for Vector Control; Performs other duties as assigned relating to Vector Control, when not occupied with animal control tasks; Enforces laws, regulations, and city ordinances pertinent to environmental vector control; Collects environmental specimens and submits samples for analysis; Sprays pesticides/chemicals in various areas of the City to control the growth and spread of insects and rodents; Conducts field-tests for determination of larval and adult insects counts; Maintains logs of test results and appropriate reports; Other duties may be as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to communicate effectively in oral and written form.
- Read and write and make oral presentations at court when required.
- Physical ability to apprehend animals, go into hard-to-reach terrain's, walk short distances to perform the job.

MINIMUM QUALIFICATIONS:

EDUCATION AND TRAINING

1. High School Diploma or GED.
2. Bilingual (Spanish/English) preferred.
3. Minimum of six (6) months or more experience in handling animals or have received adequate animal handling training.
4. Able to get license within of one (1) year in a vector control and certifications in animal control.

LICENSE AND CERTIFICATES

1. Valid New Mexico driver's license and good driving record.

ENVIRONMENT AND PHYSICAL FACTORS:

ENVIRONMENT:

Works 90% outdoors exposed to all weather conditions, dust, cold, heat, wet and humid, noised, uneven surfaces, odors, and gases. Hazards include animal attacks. Exposed to loud

noise from spraying equipment and hazardous chemicals, infectious diseases, and insect bites. May be required to work early morning or evening at times.

PHYSICAL

Must be able to walk, run, stand, sit, bend, twist, rotate, climb, kneel, crouch or crawl; balance, must be able to reach, work with arms extended. The employee is required to regularly lift and carry live or dead animals weighing 50 pounds or more.

