

ANIMAL CONTROL OFFICER (ACO)

JOB SUMMARY:

The primary focus of this position is on protecting public safety and the wellbeing of animals in Kirby, both at the shelter and in the field. Daily duties include, but are not limited to: Running calls for service, both complaints and self-initiated; including but not limited to, loose animals, animal welfare concerns, animal cruelty, injured animals, deceased animals, vicious animals and assisting the public, police department or EMS with animal-related calls.

ESSENTIAL JOB FUNCTIONS:

Safe handling of the animals (dogs, cats, wildlife, small pets, birds, reptiles, livestock, exotics)

Receiving of animals

Investigation of Animal Bites

Investigation of allegations of animal cruelty or neglect

Enforcement of Kirby's animal control ordinance and State Laws pertaining to animal control

Operation of a rabies quarantine facility

Performs related duties and fulfills responsibilities as required

OTHER JOB FUNCTIONS:

Euthanasia of animals (CET Certified staff only) / Assisting in euthanasia of animals (all staff)

Cleaning and sanitizing kennels and cages

Feeding / watering animals

Walking dogs

Washing dishes

Washing laundry

Organizing the shelter

Sweeping and mopping floors

Taking out the trash

Maintaining proper records on animals at the shelter

Medicating animals

Administering vaccinations to animals

Processing adoptions, transfers or other paperwork

Handling of money (donations, adoption money, redemption fees, etc)

Greeting customers

Working with rescue groups to transfer animals

On-site and off-site adoptions, fundraisers or other events

On-call rotation for after hours calls

Updating adoptable animal profiles on petfinder.com / internet
Basic repair / maintenance work as needed at the shelter
Other duties as assigned by the shelter manager
Issuing citations to Animal Control Ordinance violators (Basic ACO Certified staff only)

QUALIFICATIONS:

Must possess a high school diploma or four years equivalency
Valid Class C Texas Driver's License with acceptable driving record
Basic Animal Control Officer Certification within one year of employment
Euthanasia Technician Certification (CET) within one year of employment
Current Rabies Vaccination Preferred

PHYSICAL REQUIREMENTS:

Must be able to lift at least 50 pounds
Must be able to handle bending, squatting and exposure to loud noises
Exposure to zoonotic diseases and parasites is a possibility

WORK LOCATION AND HOURS:

40 hour per week (days and times may vary to include weekends)
Works from the Animal Shelter and handles field operations as needed
Participates in on-call and holiday rotation