**POSITION SUMMARY**

ANIMAL CONTROL

This position reports directly to the Police Sergeant. Responsibilities include providing specialized enforcement work for the control and impounding of animals in accordance with laws and ordinances. Work is performed in accordance with existing laws and ordinances and departmental rules. Regulations and assignments and instructions are received from superiors. Work typically consists of maintaining the Town kennel and caring for the animals impounded, answering citizen complaints or requests for animal control, disposing of dead animals, patrolling the Round Valley community, and other related animal control work. Work assignments are received from superiors and assignments are reviewed periodically by those superiors. An employee of this class must be able to exercise independent judgment in handling emergencies.

CODE ENFORCEMENT

This position reports to the Planning and Zoning Director. Responsibilities include providing support to the Town’s local code enforcement program. Work typically includes inspection of properties that may be in violation of a variety of applicable ordinances, codes and regulations (These violations include, but are not limited to, nuisance housing, building codes, health and safety; graffiti; water waste and other matters of public concern.); reporting of findings of investigations (including photographs) to the Planning and Zoning Director; following up on complaints or concerns of citizens regarding compliance issues; re-inspecting properties that have received notices to correct violations to ensure compliance; providing information to property owners, residents, businesses, the general public and other Town departments and divisions.

This position is non-exempt under FLSA.

**ESSENTIAL FUNCTIONS**

* Maintains the Town kennel and related facilities on a regular basis, including daily cleaning of pens~~.~~
* Cares for and feeds regularly animals in the kennel.
* Answers and responds to citizen complaints or requests for animal control work.
* Responds and investigates complaints pertaining to animals.
* Proactively patrols the streets and documents animal violations such as stray or other violations.
* Responds to citizen complaints and reports from other agencies and departments on alleged violations of the Town Municipal Codes, conducts investigations and provides recommendations for resolutions.
* Conducts field investigations, visually inspecting properties for violations, may attempt to make contact at the property to resolve violations; may issue and post warning notices, corrective notices and other related documentation for code violations.
* Works with supervisor(s) in the Police Department and Planning and Zoning Department to addresses these violations.
* Maintains documentation in order to present evidence in Court pertaining to animal violations per the Town Code.
* Performs related work as required.

**ADDITIONAL FUNCTIONS**

* Assists other departments as the need arises.
* Coordinates department activities with other city and county departments.
* Performs other duties as deemed necessary or assigned.

**CERTIFICATIONS**

* Valid Arizona Driver’s License.
* Animal Control Officer specific training as available

**POSITION REQUIREMENTS**

**Experience**: General knowledge. General knowledge and prior experience in Animal Control desired.

**Education:** High school diploma or GED.

**Technical Skills:** Knowledge of the Town and the locations of streets, thorough-fares and buildings. Ability to control animals. Ability to read and understand departmental policies, instructions, laws and regulations. Analyze situation, adopt appropriate and reasonable course of action. Must be able to follow oral and written directions. Ability to learn the use and care of automotive equipment. Must establish effective working relationships with other employees and the public. Knowledge of A.R.S. and Town Codes relative to animal control and property maintenance and other zoning issues. Good computer skills.

**Problem Solving:** Sensible problem solving.

**Decision Making:** Regular decision making based on policies.

**Supervision:** Sergeant and Chain of Command.

**Financial Accountability**: Directly responsible for the safe operation of departmental equipment in a cost-effective manner.

**Personal Relations:** Public relation skills.

**Working Conditions:** Call out possible. Work with a variety of animals. Prior experience working with animals, specifically dogs, preferred. This position typically works weekend shifts.

**Physical Requirements:** Good physical condition. Lift 50 lbs. from ground to chest height.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

The Town of Springerville is an Equal Opportunity Employer.

This job description last updated May 2025