



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Animal Control Supervisor
DEPARTMENT.....:	Utilities
DIVISION.....:	Animal Shelter
CLASSIFICATION/GRADE....:	Animal Control Supervisor/106
REVISED.....:	01/2016
REPORTS TO.....:	Animal Control Manager
REVIEWED.....:	01/2016
WAGES.....:	Hourly

SUMMARY:

An ACO Supervisor is responsible for supervising all Animal Control Officers while enforcing parish and state (where applicable) animal control ordinances in an effective and humane manner. As with all positions within this department, response at any time may be required to assist with workload or in any emergencies that may arise. He/she must be able to perform any and all functions which may be deemed necessary to contribute to a smooth, efficient, and humane operation of the Terrebonne Parish Animal Shelter.

BASIC FUNCTIONS:

1. Supervises all Animal Control Officers' field related work.
2. Handles cruelty, neglect, and dog fighting and dangerous/vicious dog cases.
3. Completes necessary computer and paperwork daily.
4. Rotates 24-7 on call for after hours/weekend/holiday emergencies.
5. Provides guidance/assistance to ACOs during and after hours and on weekends/holidays when needed.
6. Maintains clean and organized equipment including vehicle, traps, etc.
7. Enforces Animal Control Ordinances. Appears in court when required, answers complaints on stray, vicious, cruelly treated, and at large domestic and wild animals when needed.
8. Euthanizes animals by injection.
9. Assist staff in cleaning and sanitizing cages daily and on assigned weekends/holidays.
10. Assist in the office:
 - a. Assists in answering phones when needed.
 - b. Assists in accepting animals brought into the shelter from the public when needed.
 - c. Assists public in viewing impounded animals when needed.
 - d. Answers questions for the public about policies and procedures, pet care, animal control ordinances, etc. when needed.
11. Performs other duties as assigned or deemed necessary by supervisor.

OTHER REQUIREMENTS:

1. Must be able to learn and practice all applicable safety rules and regulations.
2. Must be able to deal fairly and tactfully with the public in the sensitive environment of animal control.
3. Must be willing to work extra hours during a normal week, weekends, and holidays.
4. Must possess and maintain a valid Louisiana driver's license.

5. Must be capable of reading and writing sufficiently to understand and carry out intermediate instructions.
6. Must have effective written and oral communication skills, including the ability to understand applicable legal and scientific concepts and terminology.
7. Must have basic computer skills.
8. Must possess a good knowledge of the working area and equipment assigned.
9. Must not have a fear of handling animals.
10. Must be dependable, focused, reliable, and able to work both independently and as an effective member of a team.
11. Must be able to perform tasks required without direct supervision.
12. Must be able to lift, push, and pull up to 50 lbs. Must be able to bend and stretch.
13. Must be capable of being on 24 hour call.
14. Must be eligible to obtain and maintain certification for animal euthanasia and chemical capture.

EDUCATION/EXPERIENCE:

1. Must possess high school diploma or GED.
2. Experience handling animals preferred.
3. Supervisor experience preferred.

EQUIPMENT USED:

Pickup Truck, small tools, tranquilizer gun, control pole, bitestick, cat tongs, snake tongs, snappy snare, live animal traps, chemical sprayer, industrial washer/dryer/dishwasher, scale, syringe pole, computer, printer, fax, mobile device (tablet), etc.

WORKING CONDITIONS:

Works in animal shelter and field environment in which there are frequent exposure to noise, cold, heat, dust, disease, and odorous conditions.