



PART-TIME ANIMAL CONTROL OFFICER

Department: Public Works

Classification: Part-Time

Supervisor: Operations Director

Position Summary:

Performs tasks related to the enforcement of animal control laws within the City of Floresville. Educates the community about stray or vicious animals and related diseases; operates the animal holding facility; captures, impounds, relocates, and when necessary, disposes of animals; and maintains records. Investigates animal complaints.

Duties & Responsibilities:

- Acts as City Animal Control Officer; pick-up, transport and humane disposal of animals in accordance with City Ordinance 90-11, City Health Department requests of assistance, citizen complaints and City operation and procedures policy
- Provides for the complete burdening, care and proper maintenance of impounded animals or City pound facility
- Performs routine repair and maintenance work along with general housekeeping chores of the City pound facility
- Must be able to operate and have a good working knowledge in the effective use of an animal tranquilizer gun and other related restraint and capture equipment
- Certification in Chemical Capture; work closely with City Veterinarian
- Must possess an affection for animals, concern for their welfare, and be familiar and comfortable working with various breeds of dogs, cats, and other animals
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing; maintains records and documents of customer service issues and resolutions
- Communicate clearly and concisely, both orally and in writing
- Maintain a professional demeanor when resolving difficult code enforcement cases.

The City of Floresville
1120 D Street, Floresville, Texas 78114
(830) 393-3105 FAX (830) 393-2056
cityhall@floresville.net



- Performs related duties and responsibilities as assigned

Work Environment:

- This position works in all weather conditions, including wet, hot and cold, and may frequently deal with irate members of the public.
- May be required to work Saturday, Sunday and Holidays; mostly daytime schedule, subject to infrequent emergency call outs.
- Work schedule 10:00am – 2:00pm

Education & Experience:

- Graduation from high school or equivalent
- Two (2) years of animal care experience
- Animal Control Officer Certification
- Valid Texas Driver's License

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