

**POSITION DESCRIPTION
COUNTY OF FAYETTE, INDIANA**

POSITION: Animal Warden
DEPARTMENT: Animal Control
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M - F, 8:00 a.m. - 12:00 p.m., Sat.
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: October 1997 **STATUS:** Full-time
DATE REVISED: November 2011 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Fayette County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Animal Warden for the Fayette County Animal Control, responsible for capturing and caring for wild/stray animals within the County.

DUTIES:

Patrols problem areas for wild/stray animals, receives radio dispatches, and captures wild/stray animals throughout the County and transports captured animals to County facility.

Provides care to ensure health of animals, including vaccinating, de-worming, washing, and providing food and water, and maintains cleanliness of kennel, including sweeping, mopping, washing/disinfecting cells, and removing trash.

Assists the public with animal adoptions, including checking health and behavior of animal, preparing adoption forms, collecting fees, and ensuring payment of dog tax as needed.

Administers euthanasia according to Department guidelines, including determining appropriate animals, euthanizing, and ensuring proper disposal of remains.

Responds to complaints and inquiries from the public, investigating to determine validity, and resolving as needed.

Maintains accurate records as required, such as impoundment, euthanasia, and vehicle gasoline usage and maintenance.

Conducts maintenance of facility grounds, including mowing grass and shoveling snow as seasons demand, and performs minor maintenance on vehicles, such as oil changes.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Possession of or ability to obtain Drug Enforcement Agency (DEA) controlled substance license for animal euthanasia.

Must be at least 21 years of age.

Thorough knowledge of and ability to interpret local and state animal control rules and regulations, and working knowledge of County geography, radio frequencies, codes, procedures, and limitations.

Working knowledge of animal control ordinances, and ability to capture and properly handle animals of varying temperaments and health conditions.

Working knowledge of and ability to identify animal-borne diseases and parasites, and implement appropriate prevention and/or quarantine procedures.

Knowledge of standard English grammar, spelling, and punctuation, and ability to compose and prepare correspondence and reports.

Ability to effectively communicate orally and in writing with co-workers, other County departments, animal organizations, veterinarians, pet owners, law enforcement agencies, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate standard office equipment, including telephone, typewriter, camera, radio, copier, and calculator, and animal restraint equipment including live traps, muzzles, tranquilizer or stun gun, and catch-pole.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to physically perform essential duties of job, including standing/walking, running, lifting/carrying/restraining possibly vicious animals weighing over 50 pounds, pushing/pulling objects, bending, crouching, kneeling, handling/grasping/fingering objects, reaching, close/far vision, depth/color perception, and hearing sounds/communication.

Ability to apply knowledge of people and/or locations and read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to perform arithmetic calculations.

Ability to regularly work weekend hours, and occasionally work extended, evening and/or irregular hours.

Ability to serve on 24-hour call and respond swiftly, rationally, and decisively in emergency situations.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY

Incumbent performs a wide range of duties according to accepted practices and procedures of the Department and local ordinances. Independent judgment is required in determining the best procedures and methods to apply to individual situations within general guidelines provided. Work is reviewed to ensure compliance with accepted practices and procedures for the care of animals and with local ordinances. Errors in judgment or performance could lead to the death of an animal and injury to self and/or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, animal organizations, veterinarians, pet owners, law enforcement agencies, and members of the public, for the purpose of receiving information, reporting daily activities, and explaining ordinances and department procedures.

Incumbent reports directly to Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an animal control facility, vehicle and outdoors, involving sitting and/or driving for long periods, standing/walking, running, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching, kneeling, bending at waist, handling/grasping and fingering objects, far vision, and hearing communication. Incumbent is frequently exposed to hazards associated with capturing wild and/or diseased animals, such as bites and scratches, adverse weather and extreme temperatures. Incumbent must follow safety precautions at all times to avoid injury to self and others. Incumbent serves on 24-hour call for emergencies and regularly works extended, irregular, weekend, and/or evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Animal Warden describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name