

South Jordan City

Job Description

Title:	Animal Control Supervisor	Effective Date:	4/1/2025
Org:	100610	FLSA:	Non-Exempt
Pay Grade:	GH17	Workers Comp:	Municipal

GENERAL PURPOSE

Under general supervision, the Animal Control Supervisor plans, assigns, supervises, reviews and participates in patrol and apprehension duties related to the enforcement of local animal control laws and ordinances, as well as those duties related to the operation of a city animal shelter.

SUPERVISOR

Police Lieutenant

POSITION(S) SUPERVISED

Animal Control Officer
Animal Control Assistant

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Schedule work for division depending on work priorities, personnel and equipment availability, and weather conditions.

Train, mentor, supervise, and assist animal control officers in performing their job duties. Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Assist in scheduling, rating applications, and interviewing positions supervised.

Conduct performance evaluations of supervised employees in accordance with the human resources policies and procedures of the city.

Monitor project activities to ensure that instructions are followed, deadlines are met, and schedules are maintained.

Inspect completed work to ensure conformance to specifications, standards, and contracts.

Establish and train employees in operating procedures and work standards that will ensure adequate performance and personal safety.

Order the performance of corrective work when problems occur, and recommend procedural changes to avoid such problems.

Inventory supplies of tools, equipment, and materials to ensure that sufficient supplies are available and items are in usable condition.

Confer with supervisors to coordinate work activities with those of other departments or units.

Patrol city; observe for unlicensed dogs and apprehend the same; utilize specialized equipment such as "catch-all poles," tranquilizer guns and serums; pick up strays and deliver to shelter compound; remove dead or injured animals from city streets; investigate animal abuse or cruelty complaints; issue citations for violation of various ordinances; give testimony in court as required.

Assure welfare and care of animals within the shelter, meet established standards during all shelter operations; feed and water animals, use high pressure wash equipment as needed to hose out pens, apply approved cleaning agents as needed to clean kennel, isolation area and cattery, mops floors; disinfect kennel areas in accordance with proper disease control requirements.

Perform as animal control clerk; redeem, impound and adopt animals by collecting and receipting the required fees, including dog license fees; maintain records of the same.

Direct traffic at times of emergency or congestion and performs crossing guard and parade monitoring duties.

Clean and maintain assigned vehicle and other special equipment.

Issue animal licenses; cite owners of loose/unlicensed dogs if known; participate in dog licensing clinics; determine and collect license fees; keep records and files of redemption, sales, licenses, etc.

In accordance with residency and the South Jordan Police Department vehicle per officer program requirements, applicants must live no more than 40 miles from the South Jordan Public Safety Building, 10655 South Redwood Road, South Jordan, Utah 84095. Mileage verification for the purpose of this policy will be calculated by using an internet or computer software mileage calculation program. Anyone living outside this boundary will not be considered for the vehicle per officer program.

This position may be subject to emergency and/or scheduled call-out.

Incumbent will coordinate and be subject to rotating periods of "on call" status.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. Two (2) years of experience working with animals

2. Special Qualifications:

NACA trained in the use and application of various animal control equipment
Valid Utah Class D Driver License
Subject to 24-hour "on call" requirements

3. Knowledge, Skills and Abilities:

Working knowledge of accepted animal control practices and procedures related to apprehension, containment, and related functions; animal handling methods; administrative practices. Federal, state and local regulations governing animal control programs; public relations principles, methods, practices and procedures; interpersonal communication methods. Some knowledge of computerized management information system; the political realities and complexities of local government and the interrelationships of various statutory offices.

Ability to operate a personal computer and Microsoft products.

Skill in record keeping and report writing; skill in the use of specialized animal control equipment.

Ability to deal effectively with stress related to public safety employment and animal control; maintain accurate records; be firm and courteous with the public; develop effective working relationships with supervisors, fellow employees and the public; use discretion and good judgment; follow written and verbal instruction; operate a two-way radio; quickly learn the laws, ordinances and regulations governing animal control; work in an environment where exposure to all weather conditions would be expected in the performance of the job; perform moderate amounts of physical labor; communicate effectively, verbally and in writing.

4. Working Conditions:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting, pulling and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Elements of the job pose various degrees of hazard uncertainty common to animal control and animal impoundment. Common eye, hand, finger dexterity required to perform essential functions. Ability to listen and work under stress related situations. Frequent vehicle travel is required.

Subject to weather extremes and seasonal conditions.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Animal Control Supervisor	EEO-4 Class: PW Worker
Location:	Animal Control	EEOP Class: PS Non-Sworn
Group/BU:	General Pay Plan	Tech-Net Match: Internal – Maintenance Supervisor 1515