

**CITY OF FONTANA  
ANIMAL SERVICES OFFICER**

**DEFINITION:** Under general supervision, enforces city/state ordinances governing citizen ownership of animals within the City; enforces regulations regarding stray, nuisance and dangerous animals; investigates reports of animal cruelty, abandonment and patrols assigned areas; collects and transports animals to the Shelter. This position receives direction from higher level police supervisory/management staff.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Patrol assigned areas of the City in City vehicle; capture wild, stray, and unlicensed animals for impounding; remove and transport dead and injured animals; under emergency conditions, destroy dangerous or grossly injured animals in the field using euthanasia procedures or arrange for proper destruction.
- Investigate complaints from the public and other agencies regarding animals that are stray, uncontrolled, abused, dangerous, wild or diseased; investigate animal bites, arrange for proper identification and quarantining; approve and monitor home quarantine of biting animals in accordance with regulations.
- Explain laws and regulations to the public relating to the care and control of animals, filing of complaints, and the operations and authorities of the animal shelter.
- Issue citations and warning notices for violations of applicable regulations; investigates problems through interviews and evidence collection; testifies in court regarding citations and monitors disposition of complaints.
- Assist other agencies and City departments in animal control and handling, including searches, evictions and other emergencies.
- Operate firearms, humane traps, mobile radios and related animal control tools, equipment and devices.
- Identify symptoms of common animal diseases and recommend medical care, isolation or destruction.
- Advise, counsel and instruct others in animal behavior and handling; may make educational presentations.
- Assist other Animal Control staff and City staff; instruct in field practices and animal care and handling procedures as needed.
- Communicate effectively, both orally and in writing.
- Prepare and submits investigative reports and daily activity reports; collect evidence on animal related cases; complete daily activity logs; and refer cases for prosecution given continued problems.
- Handle, capture and control animals humanely and effectively under stressful or emergency conditions.
- Safely operate assigned vehicles.
- Establish and maintain effective working relationships with those contacted in the course of work including the general public.
- Effectively operate computer hardware and related software.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** In the performance of daily activities, this position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, and bending; the ability to push, pull, drag and/or lift up to 50 pounds and occasionally up to 100 pounds. This position works in extreme outside weather conditions such as high winds, temperatures, rain, and on slippery and uneven surfaces. The employee may be exposed to dangerous, injured or diseased animals. The employee may be exposed to wet or humid conditions, fumes or airborne articles, toxic or caustic chemicals, zoonotic and other communicable diseases.

**EXPERIENCE AND TRAINING GUIDELINES:**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Proper animal-handling methods, techniques and equipment including methods for the capture of sick, injured or vicious animals.
- Basic species and breed identification for a variety of domestic and wild animals.
- Symptoms and behaviors associated with rabies and other common animal diseases.
- Approved euthanasia methods and procedures, including the use of controlled substances.
- State and City laws and regulations pertaining to the proper care and control of animals.
- Safe work methods and safety regulations pertaining to animal control field operations.
- Record keeping methods and radio dispatch procedures.
- Appropriate procedures for the issuing of citations and testifying in court.

**EXPERIENCE AND TRAINING GUIDELINES:**

**Experience:** Two (2) years of experience in the care and handling of animals which also included significant public contact work.

**Education/Training:** Graduation from an accredited High School or GED is required and the completion of Level I and II courses in animal medical care, handling and treatment as sponsored by the State Human Academy or a comparable training program is preferred.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid California driver's license; Possession of, or the ability to obtain within six (6) months of employment, a P.C. 832 in the use of firearms, search and seizure, and arrest practices; and a Euthanasia Certification.