

PORTAGE COUNTY

Dog Warden

TITLE: Deputy Warden

JOB OBJECTIVES: Incumbent is responsible for enforcing statutes for regulation of animal control.

ESSENTIAL JOB FUNCTIONS:

- Patrol the county to watching for violations of animal control statutes.
- Issue citations to animal owners who act against regulations and testify in court if necessary.
- Impound stray animals.
- Investigate citizen complaints.
- Licensing and arranging the adoption of animals.
- Canvass the county to inspect animals and animal owners for dog licenses and facilitate the purchase of licenses.
- Clean shelters, feed and water animals.
- Prepare reports for department operations and maintain records.
- Arrange for the care of diseased animals and euthanize animals when necessary.
- Transport animals to the veterinarian office for care.
- Perform general maintenance on building, grounds and equipment.

NON-ESSENTIAL JOB FUNCTIONS:

- Prepare monthly reports.
- Landscape in the summer, and shovel and salt walkways in the winter.
- Performs related duties as assigned.

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Ability to use the following equipment: trucks, vans, cars, camera, computer, adding machine, fax machine, copier, cash register, cell phone, radio, tranquilizer gun, syringes/needles, live trap cages, pole rope and noose rope.

Critical Skills/Expertise:

- Knowledge of laws pertaining to animals.
- Picking up strays requires ability and knowledge of dog's temperament.
- Knowledge of safety practices and procedures.
- Ability to prioritize assignments and use time effectively.

- Ability to maintain accurate records on a timely basis.
- Knowledgeable of animal tranquilizer and medication use.
- Ability to work evenings, weekends and holidays as needed, and be on call 24 hours when necessary.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of restraining and capturing procedures.
- Ability to use computers and software, such as Excel, Word and Outlook.

Job Standards: High School diploma or G.E.D. and one-year experience in related occupation or training working with animals in the field. Must be able to obtain euthanasia by injection certification within six (6) months of hire. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

II. RESPONSIBILITY

Work involves an ability to work with animals in a department with relatively standardized tasks following established laws and procedures. Incumbent carries out assignments with a minimum of supervision. Most decisions are made without clearing through Supervisor, except in cases involving unique situations. Errors may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains daily contacts with all communications departments and all local police agencies and the Portage County Sheriff's Department to receive complaints and violations. Incumbent maintains contact with the public in dealing with complications and needs to check registrations and pick up stray animals.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent is required to lift over fifty (50) pounds frequently and up to seventy-five (75) pounds on occasion. Ability to operate a motor vehicle.

Physical Activity: Incumbent performs the following physical activities: stooping, kneeling, crawling, crouching, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, driving and repetitive motions.

Visual Activity: Incumbent performs work where the seeing job is at, within and beyond arm's reach. Incumbent must be able to see well enough to drive vehicles and to be able to work at night in dark environments.

Job Location: Must be able to work in an environment of pet dander, excretions and cleaning chemicals. Work is performed in a variety of locations such as: office, within the dog shelter, and outside with exposure to weather of temperatures ranging below 32 degrees and/or above 100 degrees for periods in excess of one (1) hour. Incumbent may be exposed to noise sufficient to cause shouting in order to be heard.
