

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           ANIMAL CONTROL FIELD SUPERVISOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist in the coordination and supervision of the field activities of Rutherford County Government PAWS. Work involves assisting in the supervision of subordinate Animal Control Officers; monitoring communications dispatched and received by Animal Control Officers; monitoring the performance of officers in the field and providing assistance as needed; providing data for the planning and development of the Animal Control program policies and procedures; and assisting in the licensing program. An employee may act for the Animal Control Director in his/her absence. Supervision is received from the Animal Control Director with work being reviewed in the form of personal observation, written reports and results obtained. Reports directly to Animal Control Director.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists and temporarily relieves the Animal Control Director of designated administrative duties pertaining to the operation of the Animal Control program.

Assists with the supervision and training of assigned staff; participates in the hiring process and in the evaluation of work performed.

May assume responsibilities of the Animal Control Director or Animal Control Shelter Supervisor in his/her absence.

Interprets Animal Control program policies and procedures and makes decisions based upon the interpretation.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; develops work schedules to ensure 24-hour response to calls; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, county citizens, and other individuals; initiates any actions necessary to correct deviations or violations.

Enforces the provisions of all applicable animal control ordinances, codes, laws, and regulations; initiates any actions necessary to correct deviations or violations; issues warning notices or citations as appropriate.

Recommends allocation, utilization, promotion, and discipline as needed.

Coordinates programs with Code Enforcement Manager and Director and Emergency Management to ensure the continuous provision of essential and emergency services.

Establishes animal shelter resources, policies, procedures, and standards, in conjunction with Animal Control Director, Public Safety Committee, County Mayor, and other county agencies.

## **Rutherford County, Tennessee • Animal Control Field Supervisor**

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Coordinates allocation/issuance of rabies tags to county veterinarians; coordinates collection of revenues; maintains records.

Available 24 hours a day 7 days a week for emergency contact by Officers, or other Departments or Organizations which would require response during the work day, after hours and on weekends for Supervisory assistance as needed.

Monitors the activities of Animal Control programs, preparing needed reports related to animal bite cases, calls received and dispatched to Animal Control Officers, and revenue/expense records.

Provides data for the planning and development of the Animal Control program budget.

Provides the general public with information and education relating to pet owner responsibilities as well as applicable animal control and licensing ordinances.

Oversees and assists in the investigation of animal bites or potential animal abuse as well as cruelty complaints; ensures preparation of bite notification forms, bite reports, and other documentation.

Oversees activities of staff engaged in assisting animals in problem situations, trapping/capturing domestic, wild, dangerous, aggressive or injured animals, setting/monitoring animal traps, or transporting animals.

Handles, lifts, and carries animals as needed, restraining as appropriate; handles frightened, fractious, and injured animals; checks animals for current license tags and for signs of rabies, disease, or other illnesses; checks animals into animal shelter; administers shots; administers anesthesia or other drugs.

Performs euthanasia of animals if needed.

Monitors inventory levels of field equipment, tools, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement items.

Communicates with supervisor, employees, other departments, law enforcement personnel, other animal control agencies, veterinarians, the public, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Communicates via telephone and/or two-way radio; provides information and assistance; records/relays messages or directs calls to appropriate personnel; responds to requests for service or assistance.

Maintains a current knowledge and awareness of applicable laws, codes and ordinances; maintains an awareness of new procedures, trends, and advances in the profession.

Extensive knowledge of wildlife and domestic animal behavior and animal program management practices.

Broad knowledge of the geography of the County and the location of major streets.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to establish and maintain effective working relationships with enforcement officials, coworkers and the general public.

Ability to communicate effectively, both orally and in writing.

Works under the supervision of Animal Control Director who defines overall objectives and priorities of the work and is consulted on unusual or complex cases.

## **ADDITIONAL FUNCTIONS**

Performs duties of an Animal Control Officer if needed.

Provides assistance to department staff in conducting office activities, dispatching, animal control functions, or other department activities as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in animal control, animal handling, and business operations; supplemented by two (2) years previous experience and/or training involving animal control, animal handling, animal control office operations, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Must possess and maintain valid Euthanasia Certification. Must possess experience and knowledge in determining animal condition and health and has the ability to handle situations in a professional/tactful manner. Must also possess time management skills, including the capability to work productively in fast-paced environment, keep focus on several tasks at once, and be prepared for interruptions when needed to attend to more crucial matters. Must be able to effectively communicate knowledge and information to a non-technical audience. Must possess basic computer skills, including but not limited to word processing, email, and Internet.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, violence, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

### PHYSICAL DEMANDS ANALYSIS

**1. STANDING AND WALKING**

**Estimated Total Hours:**   5   **Maximum Continuous Time:**   2  

**2. SITTING**

**Estimated Total Hours:**   3   **Maximum Continuous Time:**   1  

**3. LIFTING/CARRYING**

**Objects:** Animals

| Weight     | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs    | X      |       |        |         |       |
| 11-25 lbs  | X      |       |        |         |       |
| 26-50 lbs  | X      |       |        |         |       |
| 51-75 lbs  |        | X     |        |         |       |
| 76-100 lbs |        |       | X      |         |       |
| >100 lbs   |        |       | X      |         |       |

**4. PUSHING/PULLING**

**Objects:** animals, trash, food containers, cages, cat litter

**Height of hands above floor during push:** most frequently chest level

**5. CLIMBING**

**Tasks:** cleaning top cages; rescue animals from manhole covers and trees as needed

**Device:** ladders, step stools

**Height:** 4 foot ladder to reach 8 foot cage; 6 to 10 foot deep holes; 10+ foot trees

**Frequency:** daily; monthly

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** vaccinating, cleaning cages, laundry, calling animals, picking up animals, examining animals

**Frequency:** frequently, several times an hour

**7. REACHING**

**Tasks:** cleaning, retrieving animals, laundry, dishes, litter pan, vaccinations, inventory, identification

**Hands Used:** RIGHT    LEFT    BOTH X

| Distance | Direction           | Frequency      | Duration           | Avg. Weight         |
|----------|---------------------|----------------|--------------------|---------------------|
| 0-20"    | Both                | Daily          | 30 seconds per pan | 2.5 lbs             |
| 21-36"   | Straight and angled | 45 times a day | 15 minutes         | 8 lb cat; 30 lb dog |

\* Litter pan set up and cleaning the cages

**8. WORK CONDITIONS**

| Exposure to                   | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures              | X   |    |
| Cold Temperatures             | X   |    |
| Sudden Changes in Temperature | X   |    |
| Noise                         | X   |    |
| Fumes/ odors                  | X   |    |
| Cramped Quarters              | X   |    |
| Cold Surfaces                 | X   |    |
| Hot Surfaces                  | X   |    |
| Sharp Edges                   | X   |    |
| Vibration                     |     | X  |
| Fluorescent Lighting          | X   |    |
| Computer Monitor Screen Glare | X   |    |

|                 |                      |
|-----------------|----------------------|
| Inside Building | ___ 75 ___ % of time |
| Outside         | ___ 25 ___ % of time |

**9. OTHER JOB DEMANDS**

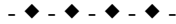
| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling         | X   |    |
| Jumping          | X   |    |
| Lying on Back    | X   |    |
| Lying on Stomach | X   |    |
| Twisting         | X   |    |
| Sweeping/Mopping | X   |    |
| General Cleaning | X   |    |
| Handling Trash   | X   |    |

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Includes but is not limited to computer, phone, two-way cell phones, pagers, fax machine, copy machine, latex gloves, needles, knives, catch poles, nets, muzzles, carriers, ladders, carts, vehicles, stretchers, ramps, animal traps, snake tongs, scanners

**11. HAND USE**

| Type of Use   | Yes | No | Frequency                |
|---|-----|----|--------------------------|
| Keystrokes  | X   |    | 5-6 hours per day        |
| Grasp   | X   |    | Frequently (90% of time) |
| Fine Motor (i.e.: writing, twisting hands or wrist, etc.) | X   |    | Frequently (90% of time) |



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date