

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION An Equal Opportunity Employer

POSITION TITLE: Chief Dog Warden

DIVISION: Dog Shelter

CIVIL SERVICE STATUS: Unclassified per ORC 124.11(A)(9), FLSA non-exempt

EMPLOYMENT STATUS: FT/Reg

REPORTS TO: County Administrator

CRITICAL CHARACTERISTICS:

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously
- Ability to maintain confidentiality of information
- Demonstrates regular and predictable attendance

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Develops plans and implements Dog Shelter goals and objectives; recommends and administers policies and procedures.
- Coordinates Dog Shelter activities with other departments and outside agencies and organizations (e.g. Sheriff's Department and other local law enforcement agencies, Health Department and Humane Society)
- Selects, trains, motivates and evaluates the work of Dog Shelter personnel; provides staff training, works with employees to correct deficiencies; implements discipline and termination procedures as required.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Investigates complaints concerning stray, noisy, or vicious dogs creating nuisances, violations of animal control laws and regulations and takes appropriate action; investigates and identifies livestock damages.
- Maintains cleanliness of County Dog Shelter vehicles; washes and disinfects cage area to prevent the spread of odor and disease.
- Provides public education regarding canine control; explains ordinances related to the care and keeping of animals; encourages the public to adopt animals available through the Dog Shelter.
- Enforces state and county laws and ordinances and to apply procedures pertaining to the control, licensing, care and dispatch of dogs.

- Requires the use of independence and discretion in the performance of duties.
- Captures and impounds stray, injured, sick, injured, potentially rabid, unlicensed or vicious dogs; loads and transports dogs with county vehicle and houses them at the County Dog Shelter.
- Quarantines dogs which have bitten humans or other animals.
- Investigates complaints concerning stray, noisy, or vicious dogs; and violations of animal control laws and regulations.
- Issues citations for violation of laws, ordinances, or regulations; may appear in court as a witness.
- Reports suspected cases of rabies to proper health officials.
- Assists in the issuance of licenses for dogs and collection of fees.
- Receives calls from the public or law enforcement regarding emergencies or violations of animal control laws; Responds to after-hour and weekend calls.
- Received, identifies, cares for, separates, and releases dogs in the Dog Shelter.
- Recognizes illness, habits, behavior and common diseases of dogs; learns techniques and equipment used in capturing, restraining, receiving, caring for, grooming and releasing dogs, administers euthanasia according to established procedures.
- Cleans kennels and performs other routine tasks.
- Purchases Dog Shelter supplies and equipment; maintains inventory records with accuracy.
- Performs general office work as required, including but not limited to preparing reports, records and logs, maintaining files and shelter software, answering the telephone, etc.
- Attends and participates in professional groups and committees.
- May receive calls from the public or law enforcement agencies regarding emergencies or violations of animal control laws; establishes on call coverage for emergency response. May dispatch deputy dog warden in the field using radio control systems.
- Pursues, apprehends and controls dogs of varying sizes and weights.
- Adhere to County safety practices and OSHA guidelines.

POSITIONS SUPERVISED:

Deputy Dog Warden

QUALIFICATIONS:

Completion of a bachelor's or associate degree in any related major area of study, such as Public or Business Administration, etc. or any combination of education, training, and experience which provides the necessary skills, knowledge, and abilities to perform the work of this class

- Must be an accomplished operator of personal computers, copiers, calculators and other standard office equipment.
- Must be proficient with Microsoft Office software including Word and Excel.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.
- Have ability and commitment to work with the public.

COMPUTER/TECHNOLOGY /SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

Data Entry, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, intranet, electronic resources, internet, shelter database software, other miscellaneous County-related software applications

EQUIPMENT OPERATED

Copiers, digital scanning devices, personal computer and peripheral devices, calculator, telephone, fax, laptop with LCD projector, and equipment (e.g. animal traps, firearms, animal traps, snares, lariat and/or tranquilizer gun and control poles), materials and specialty items used in canine control procedures

ADDITIONAL WORKING CONDITIONS/ PHYSICAL DEMANDS

- 24/7 on-call responsibility minimum one to two weeks per month.
- May work under stressful or dangerous conditions, often involving personal risk or risk to others.
- Frequent evening/weekend meetings or assignments may be required.
- May be required to report for disasters, emergencies, drills, exercises or other critical events related to the mission of the agency.
- Travel within the County and to neighboring counties may be required.
- May be required to drive in inclement weather.
- May require working in adverse weather conditions for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow and ice
- May be exposed to noise, vibration, physical hazards, oil, fumes, odors, dusts, mists, gases or poor ventilation.
- May require working in rough terrain, climbing ladders / steps, and working in confined spaces.

- Requires physical ability for lifting weight up to fifty (75) pounds; ability to work for extended periods of time.
- Occasional exposure to verbally hostile or confrontational citizens and/or public groups may be expected.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Valid Ohio Driver's License and insurability under the County's Motor Vehicle Policy.
- Completion of the euthanasia by injection training and certification prior to the end of the probationary period.

Chief Dog Warden - Commissioners Office

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approval of Appointing Authority

____/____/_____
Date

Employee Signature

____/____/_____
Date

Date Adopted:

Date Revised: