

# ANIMAL CONTROL SUPERVISOR

Utilities | Animal Shelter



## SUMMARY

Oversee the smooth operations of the animal control aspect of the Animal Shelter Division. Supervise all animal control officers to ensure proper response and handling of animal control cases to protect the community and its animals. Oversee the enforcement of applicable parish and state animal laws to ensure humane treatment.

## JOB OVERVIEW

### PAY TYPE

Non-Exempt (Hourly)

### SCHEDULE

Monday to Friday

*Must be available for staff support for after-hour emergencies (via phone/in-person) and willing to work extended hours during emergencies.*

### SHIFT

8 a.m. to 5 p.m.

### LOCATION

Animal Shelter

### REPORTS TO

Animal Shelter Manager

### SUPERVISOR TO

Animal Control Officers

### PHYSICAL DEMANDS

- Lift up to 50 lbs. (medium)
- Roll loaded carts/cages
- Kneel, bend, and stretch frequently

### WORK ENVIRONMENT

- Direct exposure to noise, head, cold, dust, disease, and odorous conditions
- Direct exposure to animals
- Frequent interactions with members of the public

### EMERGENCY EVENTS

Required to work during emergency events.

Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

- Onboard/train new animal control officers and provide continuing education/training.
- Supervise the field work for the animal control officers, including reviewing animal control case reports and providing guidance/assistance as needed.
- Oversee investigations related to cruelty, neglect, dogfighting, dangerous/vicious dogs, and bites. Answer complaints on stray, vicious, cruelly-treated, and unrestrained animals. Appear in court when required.
- Oversee dangerous dog and kennel inspections.
- Enforce animal control ordinances.
- Maintain animal control files and complete required paperwork and electronic data entry.
- Oversee the inventory, maintenance, cleanliness, and organization of the animal control fleet and equipment. Perform inspections as needed and complete usage reports.
- Euthanize animals via injection when needed.
- Assist with cleaning and sanitizing cages when needed.
- Assist the public by answering questions and providing education on animal care, laws, policies, etc.
- Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

- Learn and practice all applicable safety rules and regulations.
- Ability to handle issues with the public fairly and tactfully.
- Ability to read and write sufficiently to understand and carry out moderately complex instructions.
- Possess effective written and oral communication skills, including the ability to understand applicable legal and scientific concepts and terms.
- Possess basic computer skills.
- Ability to obtain good knowledge of the working area and assigned equipment.
- Must not have a fear of handling animals.
- Be dependable, focused, reliable, and able to work independently, as an effective team member, and without direct supervision.

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# ANIMAL CONTROL SUPERVISOR

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## **EDUCATION, EXPERIENCE, AND LICENSES**

- Minimum of six months of education/training beyond the high school equivalency. Education in criminal justice, animal-related field, and/or business administration preferred.
- Possess professional animal care/handling knowledge and skills.
- Minimum of one year of supervisory experience preferred.
- Ability to obtain and maintain certification for animal euthanasia and chemical capture.
- Possess and maintain valid Louisiana driver's license.

## **EQUIPMENT USED**

Pickup truck, small tools, tranquilizer gun, control pole, bite stick, cat tongs, snake tongs, snappy snare, live animal traps, chemical sprayer, industrial washer/dryer/dishwasher, scale, syringe, pole, computer, printer, fax, mobile device (tablet), cell phone, etc.

