

An opening for the position of **Animal / Pest Control Officer** exists in the Pest Control Division of the Laurel Police Department, City of Laurel, MS.

Summary

The Animal/Pest Control Officer is a full-time, permanent position in the Police Department. The immediate supervisor for this position is the Animal/Pest Control Supervisor. The person in this position is supervised on a daily basis and has no supervisory authority. The Animal/Pest Control Officer works regular hours most of the time, with some flexibility when required. There is no shift work associated with this position. The person in this position is frequently on call. The position has accountability for safety and legal issues related to the work for which this position is responsible.

Essential Duties and Responsibilities

Patrol for stray or loose animals

- Retrieve and capture stray and unwanted animals
- Wear pager on bi-weekly basis in order to respond to calls
- Process paperwork for animals at shelter
- Provide food, water, and shelter for animals
- Provide minor medical attention, if needed
- Call veterinarian if major medical attention is needed
- Process all warnings to animal owner regarding the status of their animal
- Issue warnings and report all incidents to municipal court in the form of an affidavit
- Ensure that all appropriate parties receive affidavit
- Appear in court if a subpoena is issued

Maintain the animal shelter

- Make minor repairs on cages
- Maintain and clean all cages and shelters
- Spray chemicals to prevent spread of infections and diseases

Maintain departmental equipment

- Perform preventive maintenance on all departmental equipment
- Ensure fluids are properly maintained

Maintain departmental grounds

- Remove any excess debris from area
- Mow and weed-eat grounds
- Plant flowers, as needed
- Water and weed existing flower beds, as needed
- Assist veterinarians in animal euthanization
- Make minor repairs to equipment, as needed

Perform other duties as directed

Knowledge, Skills, and Abilities

Knowledge:

- Insecticides and pesticides to control pests
- Proper use and storage of cleaning chemicals
- Large scale insect and rodent control methods
- Safe operation and maintenance of equipment and materials needed for animal and pest control
- Street layout for the City
- Departmental rank structure
- Proper grammar and proper use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, multiplication, and division
- General functions and operations of municipal government

Skills and Abilities:

- Maintain departmental grounds
- Recognize abnormal breeding and growth patterns in insects and rodents
- Testify in court effectively
- Work under adverse conditions
- Work and adapt to hostile situations
- Adapt to different situations in emergencies or in community relations situations
- Prioritize daily work flow
- Work as a team member with other employees
- Complete paperwork within specified time restraints
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures

Physical Requirements

- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Hearing ability sufficient to hold conversations with other in person and over a telephone
- Ability to perceive the nature of object by the eye
- Ability to bend, stoop, crouch, and run frequently
- Must be capable of extending the hands and arms in any direction; handling, seizing, holding, grasping, turning, or otherwise working with the hands/fingers.
- Must be capable of driving for long periods of time
- Must be able to sit or stand for long periods of time

Work Environment

20% of the work for this position is indoors; 80% is outdoors and requires work in all types of weather. There is exposure to chemicals and/or hazardous materials on a daily basis. This exposure includes, but is not limited to, insecticides, pesticides, animals' body fluids, cleaning material. The stress level associated with this position varies from average to very high, depending on the workload

The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.

Salary: \$13.15 per hour / \$27,356.16 annually, plus benefits

The city of Laurel is an Equal Opportunity Employer. The City of Laurel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

Applicant must provide the following documents to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302:

- ✓ WIN Job Center referral
 - ✓ Valid Mississippi Driver's License
 - ✓ Social Security Card
 - ✓ High School Diploma or Equivalent *Required*
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