

# Peninsula Humane Society & SPCA

## Animal Control Officer

**Job Title:** Animal Control Officer

**Division:** Department of Animal Rescue & Control

**Reports to:** Manager, Department of Animal Rescue & Control

**FLSA Status:** Non-Exempt-Union

**Salary:** \$18.62 per hour

*Excellent Benefits Package Available*

**Summary:** Promote humane attitudes toward care and treatment of animals by education and example. Answer questions and advise the public regarding animal welfare issues, state and local ordinances, quarantines, adoptions, other animal related issues. This position is represented by Union Local 856.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Patrol assigned areas within San Mateo County in a patrol vehicle using safe driving practices.
- Pick-up stray animals rescue and/or relocate animals in distress in a safe and humane manner.
- Locate, quarantine and observe animals for symptoms of rabies.
- Pick-up and remove dead animals.
- Must be certified in Euthanasia within the first year of employment in house.
- Assist in euthanasia or euthanize animals as necessary.
- Perform decapitations on select animals per the guidelines of the health department.
- Prepare reports and maintain daily work records in appropriate forms.
- Operate a 2-way radio in a professional manner.
- Maintain the patrol vehicle in a clean and orderly manner, stocked with the necessary equipment.
- Maintain vehicle and equipment in good working order.

### **Qualifications:**

- High School graduate and at least 18 years of age.
- Must possess a valid California Driver's License with a clean driving record.
- Must complete an extensive background investigation, including felony check
- Must successfully complete a course in 832 PC (law enforcement course) within one year of employment as an officer.
- Must be able to perform assigned duties as required.
- Must have a pleasant personality; good verbal and written communication skills.

- Must have the ability to work well and communicate effectively with the public, fellow employees and volunteers.
- Must have a flexible schedule and the ability to work on weekends and/or holidays as needed
- Must be highly motivated toward the welfare and humane treatment of all animals.
- Must show maturity and good judgment; perform the job in a professional manner and work effectively under pressure.
- Able to work effectively without close supervision.
- Must be able to lift 50lbs from ground to waist.
- Keyboard skills and/or computer literate.
- Must have previous customer service experience.
- Prior experience (volunteering and/or professionally) working with animals is highly desirable.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, memos and reports. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to members of the public, volunteers, and other employees of the organization. Good oral and written communication skills.

**Mathematical Skills:**

Ability to add and subtract, multiply and divide. Ability to perform these operations using units, weight measurement, and volume.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Chameleon database software or become proficient within the probationary period (first six months from hire date). Basic knowledge, or become proficient with Microsoft Office and computer keyboarding skills (30WPM), and data entry.

**Working Conditions/Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is routinely exposed to toxic or caustic chemicals; possible routine exposure to zoonotic diseases, possible unruly, vicious and dangerous animals and impounding the them safely and humanely as possible; hostile public; operation of a vehicle under all types of weather/road condition; heavy and fast-paced workload; possible exposure to parasites and infectious disease; strenuous activity routinely exposed to mechanical moving parts; outside weather conditions. The noise level in the work environment is usually loud. Must be willing to work irregular hours, shifts, weekends, holidays and standby.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; run; use hands to grab, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**TO APPLY:**

If interested in any of the positions listed below, please print our Application for Employment, complete all sections, and return it via postal mail, along with a cover letter, to:

Peninsula Humane Society &  
SPCA Attn: Human Resources  
12 Airport Blvd.  
San Mateo, CA 94401

You may also email or fax your application and/or resume with a cover letter. Please include your days and hours of availability also. You may email or fax it to:

Email: [Careers@PHS-SPCA.org](mailto:Careers@PHS-SPCA.org)

Fax: (650) 685-0678

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.*  
EOE/M/F/D/V/SO