



## CLASS SPECIFICATION

**Class Title:** Field Service Supervisor  
**Department:** Animal Care and Control  
**FLSA:** Non-exempt

**Class Code:** 6675  
**Grade:** 19  
**Eff. Date:** 02/08/1990  
**Revised:** 02/17/2023

### GENERAL PURPOSE

Under general supervision of the Animal Care of Davis County Director, performs supervisory and working level duties in enforcing animal control regulations for Davis County.

### EXAMPLE OF DUTIES

Plans, organizes, and directs the activities of the Animal Control Division. Develops policies and procedures for the efficient operation of the Animal Control Program.

Maintains inventory of office supplies, chemicals, equipment, and vehicles, ordering/purchasing as needed.

Operates and maintains department issued vehicles and specialized equipment. Properly sanitizes, and disinfects animal control units, and chemical capture equipment. Maintains uniforms and department issued equipment.

Assigns, directs, inspects, and evaluates the performance of staff; coaches, counsels, and disciplines staff; develops staff schedules.

Receives, investigates, and answers complaints concerning stray, or owned animals; patrols, for animals running at large; checks licenses and vaccinations; impounds abandoned and stray dogs and other animals; issues appropriate legal notices regarding vaccinations, animal cruelty, and violations of Davis County Ordinances.

Investigates animal bites on humans and animals; prepares associated bite reports; issues quarantines and associated letters of release.

Assists Animal Control Officers in the capture or dispatch of animals and investigations of animal neglect.

Prepares reports and other types of correspondence; prepares and maintains files and records.

Performs computer input and retrieval functions to prepare and maintain records and reports including but not limited to: the number of animals impounded and disposition of each.

Provides public education regarding needs for laws pertaining to required rabies vaccination of animals; builds positive public relations regarding the need for responsible pet ownership and rabies control.

Assists in the preparation and processing of payroll, including reviewing timecards, verifying hours worked, typing, copying, and submitting claims/vouchers to Auditor as required.

Assists and prepares materials for the Animal Care budget. Maintains an accurate record of daily activities.

Attends various training courses, seminars and conferences to maintain knowledge of current trends and developments in job-related skills and techniques.

Pursues necessary legal remedies against violators. Testifies as a witness in court cases.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from high school plus four (4) years of increasingly responsible animal control experience or a closely related field, one (1) year of which must have included supervisory experience; an acceptable combination of education and experience may be considered. Post high school education in animal or veterinary science, or business management may be substituted for some of the required work experience.

#### 2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

#### 3. Necessary Knowledge, Skills and Abilities:

**Knowledge of:** state and local law, public health rabies laws, animal control office management practices and supervisory techniques, legal enforcement policies and procedures, laws and regulations relating to animal control.

**Skill in** the use of catch poles, snappy snares, tranquilizer guns, taser, asp and toxic chemicals used in capturing and euthanasia of animals.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** handle humanely domestic animals, wildlife, equine, livestock, exotic, or restricted animals; identify breed, sex, visible medical conditions, age; determine if animal is intact; use sound judgment with respect to pursuit of charges for violations of law; capture and properly handle animals of varying temperaments and health/behavioral conditions; operate a variety of animal restraint equipment including live traps, muzzles, tranquilizer or stun gun, and catch-pole; supervise and direct assigned personnel; handle sensitive and confidential situations; provide public access to, while maintaining confidentiality of, department information/records



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according to state requirements, comply with all employer and department policies and work rules, competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons, understand and follow oral and written instructions; work independently with minimum supervision and in a team environment; multitask and complete assignments effectively amidst frequent distractions and interruptions; respond swiftly, rationally, and decisively in emergency situations; exercise discretion, common sense, and sound judgement.

### WORKING CONDITIONS

Work in stressful and noisy conditions. Required to stand, walk, stoop, kneel, crouch, climb, and manipulate (lift, carry, move) up to 100 pounds; work outdoors in varying temperatures and climates; work with aggressive and potentially vicious animals; work in an environment with exposure to deceased, sick and injured animals, animal matter, hair and noxious odors; work with cleaning materials; use strength and agility while working with active animals. Present a professional appearance to the public at all times.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***