

ANIMAL WARDEN/PARKING ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES: Patrols and picks up animals and transports them to Animal Shelter; responsible for patrolling an assigned district during a specified period for the enforcement of all standing traffic law and ordinance and parking violations and issues summonses for such violations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level employee, an incumbent of this class performs a dual function as the Animal Warden and Parking Enforcement Officer. As Animal Warden, the incumbent in this class is responsible for impounding and disposing of stray and/or unlicensed animals. These duties involve the exercise of judgment in the capture and handling of animals and diplomacy in dealing with the general public. Patience and kindness to animals are requisites of this position. As Parking Enforcement Officer, the incumbent in this class is responsible for patrolling in an assigned area or route, checking parking meters and restricted parking areas for standing traffic violations and issuing summonses for same. The incumbent may be required to wear a prescribed uniform type of clothing (not a police uniform), but does not perform general police duties.

EXAMPLES OF WORK: (Illustrative Only)

Patrols an assigned area to locate and capture or remove stray, dangerous, dead, sick or injured animals;

Issues summonses to owners of unleashed animals at large;

Examines dog licenses for validity and may issue warnings or summonses to delinquent owners;

Patrols an assigned route of parking meters and restricted parking areas in a motorized vehicle or on foot;

Observes parking meter violations and other standing traffic violations, and issues tickets for all such violations;

Observes and issues tickets for any obvious parking violations such as unauthorized parking at a bus stop or at a loading zone;

Tactfully advises car operators as to the reason for issuance of tickets;

Keeps records of all activities;

Performs routine maintenance of truck, equipment and facilities at Shelter;

Observes and reports locations of meters out of order or in need of repair;

EXAMPLES OF WORK: (continued)

Assists in taking the annual dog census;

Enforces quarantine laws applicable to dogs;

Informs the public as to the location of private and public parking facilities and furnishes general information;

May feed and care for animals impounded at Shelter.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of techniques and methods of capturing small animals; good knowledge of the geography of the municipality and the location of private and public parking facilities; ability to handle animals; ability to interpret local codes and ordinances governing the licensing and ownership of animals; ability to enforce the ordinances and regulations with firmness and tact; ability to keep simple records; ability to orally communicate concisely and clearly; ability to learn the procedures and regulations involved in the enforcement of the parking ordinances and other standing violations; tact; diplomacy; initiative; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

Towns, Villages, Cities
of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0157