

ANIMAL WARDEN/PARKING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Police Chief or other high level Police Department personnel, 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 patrolling, picking up and transporting animals to an Animal Shelter, including 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. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

WHEN ASSIGNED ANIMAL WARDEN DUTIES:

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

Catches and impounds unlicensed and/or stray dogs and transports them to a shelter or another appropriate facility;

Catches nuisance animals such as skunks, raccoons, etc. and transports them to an appropriate facility;

Enforces statutes for regulation of licensing, ownership and animal control;

Examines dog licenses for validity and may issue warning or summons to delinquent owners;

Issues summonses to owners of unleashed animals at large;

Assists in taking the annual dog census;

Keeps simple records of animals (dogs, cats, etc.) impounded, transported, sold or destroyed;

Coordinates animal control activities and/or policies with various county and local agencies;

Enforces quarantine laws applicable to dogs;

May attend meetings with local humane societies and animal welfare agencies;

May feed and care for animals impounded at a shelter.

WHEN ASSIGNED PARKING ENFORCEMENT DUTIES:

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;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

Observes and issues tickets for any obvious parking violations such as unauthorized parking at a bus stop, loading zone; handicapped zone, crosswalk, sidewalk;

Enforces local regulations and New York State vehicle code laws;

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

Responds to complaints from the general public;

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

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

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

May provide traffic control as necessary;

Keeps records of all activities;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

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; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; diplomacy; initiative; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school diploma.

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