
Field Inspector I

DEFINITION

This is general inspection and enforcement work in application of Animal Control legislation.

Work of this class includes the investigation and inspection of complaints concerning the enforcement of Animal Control. Work involves considerable public contact and often necessitates explaining or defending unpopular regulations, departmental policies, and bylaws. Inspections are routinely performed in designated areas which have been identified through public complaints of alleged violations. In addition to bylaw enforcement work in the field, employees have pound duties such as caring for impounded animals and maintaining the required records on these animals. Incumbents work with considerable independence upon familiarization with the bylaws and city districts. Written reports are prepared for each complaint assignment; these reports are reviewed by a supervisor and may be utilized in subsequent legal action by the City.

TYPICAL DUTIES*

Patrols designated areas and investigate complaints concerning dogs at large, vicious dogs, or excessive barking; catches and transports a variety of stray or nuisance animals.

Receives complaints regarding alleged violations of the Animal Control Bylaws; adjudicates on these violations, issuing notices and tags when necessary.

Performs dispatching duties at the pound by dispatching calls, releasing dogs to their owners and issuing penalty tickets. Also assists in the feeding and care of impounded animals; destroys unclaimed and diseased animals as assigned and maintains records on these activities.

Records inspections and information to be used as evidence; may be required to present evidence in court on behalf of the City.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Animal Control legislation, operating policies and procedures and customer service standards.

Knowledge of investigation techniques and practices.

Ability to meet the requirements for appointment as a special constable.

Ability to prepare reports and to accurately complete required documentation.

Ability to collect evidence and to present evidence in court.

Ability to enforce bylaws, impartially and tactfully; must be prepared to deal with potentially abusive hostile citizens.

Ability to control a wide variety of potentially dangerous animals, utilizing such equipment as tranquilizer guns, shotguns, choker poles, leashes and traps.

Ability to express ideas effectively, orally and in writing.

Sufficient strength and agility to perform the required duties.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a two year diploma in law enforcement from a provincially recognized institution and two years of related public contact experience, including six months of bylaw enforcement experience.

Applicants must possess a valid Class 5 Alberta Driver's License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0003			
Last Updated:	2003-07			
Previous Updates:	2000-12, 1997-12, 1990-06			
Originated:	1977-01			