

## **BULLER DISTRICT COUNCIL**

### **JOB DESCRIPTION**

<b>POSITION</b>	:	On-Call Animal Control Officer
<b>COUNCIL DEPARTMENT</b>	:	Community and Environment
<b>REPORTS TO</b>	:	Senior Animal Control Officer
<b>LOCATION</b>	:	Westport
<b>HOURS OF WORK</b>	:	One week in three

#### **Primary Objective**

To provide support to the Animal Control Section after normal office hours.

#### **Organisational Relationships**

The Animal Control Officer has functional relationships with all Council Departments, members of the public and with Transit New Zealand.

#### **Principal Duties and Responsibilities**

1. The position is intended to be in response to after hours emergency call outs after normal office hours and during weekends and public holidays.
2. The area of responsibility is throughout the entire Buller district.
3. The appointee will be issued with a warrant of appointment under the provisions of the Impounding Act 1955.
4. The appointee will be required to be conversant with the applicable act, regulations or bylaws pertaining to animal control.
5. The appointee will be required to have a private motor car licence which must be carried at all times during the exercise of these duties.
6. The appointee will be required to carry out the following specific duties:
  - respond to emergency after hours call outs in a timely manner
  - maintain impounding records and vehicle log sheets
  - complete timesheet after each call out

- deal with complaints, issue notices, care and feed impounded animals, undertake administration records applicable to these duties
- provide information as is necessary for the conduct of court proceedings when required

### **Key Result Areas**

- the appointee shall be available to respond to calls in a timely manner
- the appointee must have a good understanding of the legislation under which they operate

### **Required Skill Level**

- a working knowledge and experience of stock and dogs
- good public relations, negotiation and communication skills
- current drivers licence

### **Personal Qualities**

- the position requires a person who is outgoing, self-motivated and enjoys dealing with the public and animals