

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Field Supervisor	<u>CLASS NUMBER:</u> 20003	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Shifts vary (6:30 a.m. to 2:30 p.m.; 2:00 p.m. to 10:00 p.m.)	<u>SUPERVISOR (PCN):</u> Assistant Director (071001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Varies		

CLASSIFICATION PURPOSE:

The primary purpose of the Field Supervisor classification is to oversee, supervise, and assist with the overall operations of the enforcement division.

JOB DUTIES:

Direct, supervise, and provide leadership to deputy wardens and assigned staff. Provide input into or assist in developing the animal control budget (e.g., purchase supplies and equipment and maintain account of expenditures). Assist in development and implementation of operational policies and procedures. Respond to service requests concerning violations of the Ohio Revised Code (ORC) and provide humanitarian services and education in the field. Train staff (e.g., dispatches, clerks, deputy wardens, etc.). Assign work assignments, perform evaluations, and approve/disapprove leave requests. Assist the prosecutor and judge in court as the department's liaison in arranging plea bargaining and recommendations in sentencing.

Supervise county patrol in seizing and impounding stray animals and in enforcing statutes regulating dog licensing, tags, citations and/or warnings to owners in violation of statutes and in investigating complaints from the general public. Teach classes pertaining to Ohio dog laws and on how to properly care for pets. Manage recording of claims and complaints as prescribed by law, prepare operational reports for review, and dispatch calls to field officers as needed. Monitor use and maintain live animal traps.

Oversee and maintain office equipment. Supervise and execute contracts with the health department concerning rabies quarantine. Schedule routine service and emergency maintenance over the facilities vans and order needed supplies. May be assigned as a day shift supervisor or third shift supervisor – the day shift supervisor may be assigned as liaison to Franklin County Municipal Court. This position may also be assigned to act in the capacity of the assistant director at the discretion of the director or assistant director, as needed. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; inventory control; employee training and development; supervision; safety practices; public relations; agency policies and practices; government structure and process. Skill in equipment operation. Ability to apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; use proper research methods in gathering data; establish a friendly atmosphere as supervisor in the work area; handle sensitive inquiries from and contacts with officials and general public; demonstrate strength to lift up to 75 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED supplemented by vocational training with two (2) years of animal handling experience; or any equivalent combination of training and experience.

Additional Requirements

Required to maintain a valid Ohio driver's license.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. This position may require you to work some evening and weekend shifts.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date