

Animal Control Ranger (Permanent Part-Time)

Reporting to: Environmental Health / Regulatory Officer

Location: Hokitika

Date Reviewed: July 2018

Position Purpose

The purpose of this position is to undertake animal control (including dog control and stock control) on a permanent-part time basis.

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Westland District Council staff, particularly the Animal Control Officer and Environmental Health / Regulatory Officer 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public • Royal New Zealand Society for the Prevention of Cruelty to Animals (RNZSPCA)

Limitations of Authority:

As defined in the Delegations Manual.

Financial: N/A

Staff: N/A

Operational:

Key Tasks and Responsibilities

1. Dog control: Specific tasks include:

- Dealing promptly and accurately with all priority services 24/7: dog attacks or dogs rushing at persons or animals, pick up of a dog that is confirmed or restrained, or barking dog complaints where a Bark Abatement Notice has been issued
- Responding to wandering dog complaints during business hours
- Customer requests for services including managing aggressive and/or barking dogs, dog attacks and wandering dogs
- Impounding any dogs in the area that are without proper control as necessary (e.g. wandering or running at large among stock)
- Reporting on incidents and making recommendations to Animal Control Officer regarding infringement notices where appropriate, or regarding classification of dogs as menacing or dangerous, based on these incidents.
- In responding to complaints or incidents, educating dog owners around their responsibilities under the Dog Control Act and Dog Control Bylaw 2018 (e.g. on-leash requirements)

Expected Results:

- a) Westland residents and visitors are protected from nuisance, harm or damage caused by dogs
- b) Customer service requests are dealt with in a timely manner: 24/7 coverage for priority incidents listed above, and response to wandering dog complaints during business hours
- c) Incidents are reported to the Animal Control Officer or Environmental Health / Regulatory Officer, with recommendations on appropriate enforcement action as required
- d) Dogs are impounded safely and appropriately
- e) Dog owners involved in incidents are aware of their obligations under the Dog Control Act 1996 and Council's Dog Control Bylaw 2018

2. Stock control: Specific tasks include:

- Safely removing all stock wandering on the road, in accordance with the Impounding Act 1955, to ensure traffic and pedestrian safety, noting the following:
 - Rural state highways east of Dillmanstown and south of Ross are the responsibility of the New Zealand Transport Agency under current arrangements
 - Rural local roads east of Dillmanstown and south of Ross may rely on assistance from local contractors and/or Police due to travel time requirements
- Reporting on incidents to Animal Control Officer or Environmental Health / Regulatory Officer so that costs can be recovered as per the Council's fees and charges schedule relating to Stock Control
- Inspecting boundary fencing at sites where stock escape from properties, and reporting on any deficiencies thereof to the Animal Control Officer or Environmental Health / Regulatory Officer
- Providing proactive education to stock owners, where possible and appropriate in responding to incidents, of their obligations under the Westland District Fencing Bylaw
- Making appropriate use of any agreed temporary and/or permanent stock pound facility(ies) in various locations throughout Westland as required, on public or private land

Expected Results:

- a) Westland residents and visitors are protected from nuisance, harm or damage caused by stock wandering on roads; stock wandering on the road are removed from the road and either returned to the stock owner or impounded under the Impounding Act 1955
- b) Customer service requests are dealt with in a timely manner
- c) Incidents are reported to the Animal Control Officer or Environmental Health / Regulatory Officer, with recommendations on cost recovery and appropriate enforcement action as required

- d) Stock are impounded safely and appropriately, in compliance with the Impounding Act 1955 and any agreed arrangements for temporary or permanent stock pounds
- e) Stock owners involved in incidents are aware of their obligations under the Council's Fencing Bylaw, and stock owners comply with these requirements

3. Other Duties

Expected Results:

- a) Supporting the team by completing other duties as and when they arise

HEALTH AND SAFETY:

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

Person Specification

Qualifications/Experience

- Significant experience handling animals

Skills / Attributes

- Physical ability and courage, to conduct the animal control duties
- Ability to remain calm and considerate in the face of customer stress
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

Employee's Signature

Date

Manager's Signature

Date