

# Dog Warden

## Job Description

Reports to: **Team Manager**

Direct reports: **N/A**

Evaluation: **443 points**

Grade: **N5**

Reference: **AA4213**

## Purpose

To apply and enforce legislation administered by the Council to ensure a clean and safe environment.

## Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Carry out patrols of the city on a regular and routine basis and as directed by the Team Manager to implement the Authority's policies relating to enforcement of local environmental quality offences / the control and care of dogs.
2. Enforce legislation in relation to stray dogs, dog control, dog fouling, the identification of dogs, animal welfare and local environmental quality and apply the legislation in accordance with local and national guidance.
3. Respond to reports of stray and lost dogs.
4. Identify, seize and impound stray dogs. Identify owners of stray and/or nuisance dogs. Deliver seized dogs to the appropriate place of detention in accordance with procedures.

5. Ensure the public register is maintained, costs and fees recovered and checked against invoices/credits from contractor(s).
6. Originate, maintain and process records of all actions taken, dogs impounded, notices served, the out-of-hour delegation, etc.
7. Build and maintain relationships with partner agencies and stakeholders to promote responsible dog ownership and animal welfare standards.
8. Maintain regular contact / relationship with operators of contracted detention facility, providers of veterinary care and out-of-hours contractor, monitor performance and identify any issues to Team Manager / procurement officer.
9. Implement publicity initiatives as required.
10. Prepare reports, documentation and evidence for legal proceedings and attend court to give evidence as required.
11. Where required, assist police with incidents or criminal investigations involving dangerous dogs and/or banned breeds.
12. Deal with and ensure that complaints and enquiries are dealt with in accordance with the Authority's policies and procedures.
13. Deal with correspondence.
14. Be responsible for the maintenance, review and re-ordering of equipment.
15. To be aware of individual responsibilities in terms of health and safety, including identifying appropriate health and safety training and resources.
16. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
17. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.