

Class Title: Field Services & Emergency Management Spvsr
Department: Animal Care and Control
FLSA: Non-exempt

Class Code: 6675
Grade: 20
Eff. Date: 02/08/1990
Revised: 07/30/2026

GENERAL PURPOSE

Under general supervision of the Animal Care of Davis County Deputy Director, plans, organizes, and directs the daily operations of the Field Services Division and coordinates critical inter-agency emergency planning and disaster-response protocols.

EXAMPLE OF DUTIES

Directs, plans, and evaluates all operations within Field Services. Responsible for establishing operational policies, maintaining service efficiency, and managing team performance through active coaching, scheduling, direct supervision, and routine field inspections.

Oversees the maintenance, operational readiness, and sanitary condition of all division vehicles and field equipment. Enforces staff compliance with uniform and property care standards.

Manages field responses concerning stray or owned animals, barking calls, and general nuisances; oversees routine park patrols and animals running at large, licensing and vaccination checks, animal impoundments, and the issuance of legal notices and citations according to Davis County Ordinance.

Directs all division investigative and field operations – including bite reports, legal quarantines, and cruelty or neglect cases – ensuring strict compliance with local ordinances. Provides officers with technical guidance, ordinance interpretation, and targeted field assistance during complex cases, captures, or emergency situations.

Evaluates division-wide service data, impound numbers, animal dispositions, and daily activity logs to direct officer deployment, optimize shift scheduling, and address community service needs.

Manages operational database records to generate performance reports and presentation data for elected officials, municipal leaders, and the county commission. Assists with Field Services budget preparation and tracking.

Provides public education regarding needs for laws pertaining to required rabies vaccination of animals; builds positive public relations regarding the need for responsible pet ownership and rabies control.

Assists in the preparation and processing of payroll, including reviewing timecards, verifying hours worked, typing, copying, and submitting claims/vouchers to Auditor as required.

Directs data privacy governance and regulatory compliance across county animal care operations, safeguarding personal information across pet licensing, adoption, and microchip databases.

Attends various training courses, seminars and conferences to maintain knowledge of current trends and developments in job-related skills and techniques.

Pursues necessary legal remedies against violators. Testifies as a witness in court cases.

Serves as the primary field liaison to the Utah Department of Agriculture and Food (UDAF), specifically coordinating with the State Veterinarian's Office to execute regional animal-response protocols and emergency disease-outbreak measures during declared disasters.

Acts as the primary field representative for Animal Care in coordination with the Davis County Sheriff's Office Emergency Management team and the County Emergency Manager to integrate animal-related responses into the broader County Emergency Operations Plan (EOP) including animal evacuation, transportation, sheltering, or other animal issues. To enhance the welfare of animals during disaster sites, situations, activities may involve many functions, such as evacuation and transport, search and rescue, capture, identification, shelter, feeding, and veterinary medical care.

Leads the development and field-testing of animal-specific Continuity of Operations (COOP) plans to ensure the municipal shelter remains functional during emergencies, including the oversight of temporary emergency sheltering and evacuation

Oversees the training and deployment of field staff and volunteers within the Utah Community Animal Response Program (CARP) framework, ensuring all field activities align with state-level guidance on animal evacuation, health records, and resource kit management.

Manages the readiness of emergency response equipment (trailers, capture gear, etc.) and ensures all field disaster activities are documented for FEMA reimbursement and state compliance, adhering to the reporting requirements set by the state Animals in Disasters coordinator.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Bachelor's Degree in emergency management, public administration, public safety, or a related field plus four (4) years of increasingly responsible experience in a closely related field, one (1) year of which must have included supervisory experience; an acceptable combination of education or experience may be considered.

2. Special Qualifications:

Must possess FEMA ICS-100, 200, and 700a certifications.

Must obtain the following certifications within six (6) months of hire date:

- IS-10.A Animals in Disasters: Awareness and Preparedness
- IS-11.A Animals in Disasters: Community Planning
- IS-111.A Livestock in Disasters
- American Red Cross Pet First Aid
- CERT Animal Response Module I



CLASS SPECIFICATION

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: state and local law, public health rabies laws, animal control office management practices and supervisory techniques, legal enforcement policies and procedures, laws and regulations relating to animal control and disaster compliance.

Knowledge of the County Emergency Operations Plan (EOP), Continuity of Operations (COOP) plans, and state-level Animals in Disasters coordinator reporting requirements. Comprehensive knowledge of animal handling, disease-outbreak measures, quarantine logistics, and humane chemical capture techniques.

Skill in the use of catch poles, snappy snares, tranquilizer guns, taser, asp and toxic chemicals used in capturing and euthanasia of animals.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: handle humanely domestic animals, wildlife, equine, livestock, exotic, or restricted animals; identify breed, sex, visible medical conditions, age; determine if animal is intact; use sound judgment with respect to pursuit of charges for violations of law; capture and properly handle animals of varying temperaments and health/behavioral conditions; operate a variety of animal restraint equipment including live traps, muzzles, tranquilizer or stun gun, and catch-pole; supervise and direct assigned personnel; handle sensitive and confidential situations; provide public access to, while maintaining confidentiality of, department information/records according to state requirements, comply with all employer and department policies and work rules, competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons, understand and follow oral and written instructions; work independently with minimum supervision and in a team environment; multitask and complete assignments effectively amidst frequent distractions and interruptions; respond swiftly, rationally, and decisively in emergency situations; exercise discretion, common sense, and sound judgement.

WORKING CONDITIONS

Work in stressful and noisy conditions. Required to stand, walk, stoop, kneel, crouch, climb, and manipulate (lift, carry, move) up to 100 pounds; work outdoors in varying temperatures and climates; work with aggressive and potentially vicious animals; work in an environment with exposure to deceased, sick and injured animals, animal matter, hair and noxious odors; work with cleaning materials; use strength and agility while working with active animals. Present a professional appearance to the public at all times.



CLASS SPECIFICATION

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***