

Position Purpose

Performs responsible work performing animal control functions for the town, to include enforcing state and local laws and by-laws regarding animal control, protecting people and property from uncontrolled animals and investigating complaints of animal violations. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Protects the public against a variety of loose and/or vicious animals.
- Receives animal control complaints and calls for service from communications center and executes appropriate action to ensure calls for services are handled properly or transferred to another agency.
- Works with the Chief of Police and Animal Control Advisory Board (ACAB), and others in developing procedures necessary for the effective handling of problem animals or situations involving the public.
- Conducts investigations, gathers data and makes recommendations to the Animal Control Board. Engages the ACAB when dealing with problem animals and/or owners as needed.
- Prepares written reports concerning animal related incidents or situations, assists in investigating attack complaints of bites to humans or animals, reporting findings to the Animal Inspector and when deemed necessary requests quarantine be initiated.
- Receives strays, owner releases, dead animals, and wild animal carcasses. Stores and disposes of carcasses as needed.
- Apprehends animals at large, determines appropriate measures to be taken to resolve problems with animals that cannot be safely apprehended and manages the returns of animals to owners or transport of them to an approved facility.
- Responds appropriately to complaints of escaped, unwanted animals or nuisance animals.
- Maintains a log with essential data regarding any animal given euthanasia, impounded, or placed under quarantine.
- Issues warnings and/or citations according to bylaws, prepares reports, completes forms and testifies at hearings or in court, as necessary.
- Works cooperatively with other tow departments to ensure effective, efficient municipal operations and administration of services.
- Maintains effective public interaction and responds to public inquiries.
- Offers advice of appropriate measure to be taken or direct to another agency any persons trying to recover animals from trees, traps, or problem areas when requested.
- Maintains all animal control equipment and supplies, reports any need for service to the vehicle or equipment to the supervisor and submits any receipts applicable.
- Assists in removing animal remains from public property and transports remains to an appropriate disposal facility. Makes recommendations on how to dispose of animal remains on private property.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School diploma, advanced technical education in animal training and use of firearms; two years of experience in animal handling and control; or an equivalent combination of education and experience. Must possess a valid driver's license, Massachusetts Certified Animal Control Officer.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of applicable Massachusetts General Laws and town bylaws governing the control and regulation of animals. Knowledge of animal diseases, normal/abnormal behavior of common wildlife and regulations pertaining to animals and wildlife. Knowledge of rabies protocol and legal statutes and regulations related to animal control and prosecution.

Ability: Ability to interact tactfully and appropriately with the general public. Ability to prioritize tasks and to organize records. Ability to communicate effectively verbally and in writing. Ability to work independently. Ability to read, analyze, and interpret animal control policies and procedures.

Skill: Excellent interpersonal and communication skills; excellent problem-solving, organizational and recordkeeping skills. Proficient computer skills. Animal husbandry skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing more than 100 pounds such as equipment, supplies, animals etc. Vision and hearing at or correctable to normal ranges. May be exposed to harmful chemicals, animal bites/scratches, rabies, dangerous situations.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the general direction of the Chief of Police; performs responsible functions of a complex and technical nature involving the exercise of considerable judgment. This position functions independently, referring specific problems to supervisor only when clarification or interpretation of policies or procedures is required.

Supervision Given: None.

Job Environment:

- Work is performed both in the field and in the office under busy conditions, with some exposure to variable weather conditions, moderate noise and the hazards associated with working with animals.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment. Other equipment operated includes automobile, hand tools and ACO such as catch poles, traps, snares, rescue equipment, harnesses, camera, OC spray etc.)

- Contacts are by phone, through correspondence in writing, email, social media, and in person; contact is with the general public, rescue leagues and animal shelters, veterinarians, police officers, Board of Health, MA Wildlife, Animal Control Officers and state agencies, and consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Employee has access to confidential criminal investigations and records pertaining to the position.
- Errors could result in personal injury/loss, injury to others, delay, or loss of service, and monetary and/or legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer