

JOB TITLE: Animal Control Officer
DEPARTMENT: Animal Control

GRADE: P-11
DATE: February 2017

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Responsible investigative, enforcement and public relations work in implementing by-laws and statutes concerned with the licensing of and the control of the dog population of the Town; related work as required.

SUPERVISION:

Works under the general supervision of the Town Administrator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances that are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

Employee does not have any supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS:

1. Performs duties requiring frequent decisions not falling clearly or concisely within limitations of accepted standards or precedents in connection with restraining, capturing, boarding and destroying dogs.
2. Makes frequent contact with the general public.
3. Errors could result in perpetuation of nuisances and in injury to individuals.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended as illustrations of the various types or 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

EXAMPLES OF WORK: Including but not limited to

1. Serves various criminal or civil notices or papers related to enforcement of animal control ordinances.
2. Coordinates public relations program in order to foster public awareness; maintains contact with the Police Department and maintains normal availability.
3. Requires using own judgment in course of emergency type situations without assistance.
4. Enforces leash law throughout the Town; issues restraining orders, if necessary;
5. Picks up and disposes of dead or injured animals; tracks down stray dogs, arranging for their impounding, feeding, release or other disposition.
6. Answers and attempts to resolve complaints relating to nuisances due to unwanted wild animal activity, barking dogs or dogs trespassing on private property.
7. Receives complaints, investigates and resolves situations involving annoyance, intimidation, irritation and injury from animals.
8. Explains applicable statues and by-laws which regulate the control of animals within the town; advises individuals on specific laws, statutes, codes and criminal justice procedures; assists residents by resolving animal problem complaints. Issues oral and/or written warnings or citations to law violators.

9. Investigates situations and provides information to the public regarding the improper use, abuse, inhumane treatment and neglect of animals. Resolves problems by educating owners, issuing fines, or pursuing complaints in court if necessary. Prepares reports on all calls and prepares for court appearances.
10. Patrols town streets, enforcing local leash law. Returns licensed dogs to their owners. Searches for owners of stray animals.
11. Assists different town departments that have animal-related problems. Works in cooperation with the Police and Fire personnel when necessary.
12. Prepares budget for approval. Prepares report for the Annual Town Report.
13. Prepares required reports for appropriate state agencies. Maintains department records and files.
14. Answers phone or other inquiries concerning licenses and fee payments as well as complaints.
15. Issues dog licenses on an annual basis. Issues and collects fines on those residents that do not comply with law on obtaining a new license on an annual basis.

DESIRABLE QUALIFICATIONS:

Training and Experience: High school graduate; some experience in handling dogs or other animals; or any equivalent combination of education and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the by-laws and the statutes pertaining to responsibilities of owners and keepers as to behavior of dogs; ability in handling dogs; ability to deal appropriately and effectively with the public. Some skill in operating the tools and equipment below.

SPECIAL QUALIFICATIONS:

Must possess a valid state driver's license issued the Registry of Motor Vehicles. Must possess a "License to Carry" firearms' permit.

TOOLS AND EQUIPMENT USED:

Motor vehicle, telephone, copy machine, radio, pager, first aid equipment, animal restraining devices and filing or record keeping. Use of firearms (shotgun and/or pistol) may be necessary.

PHYSICAL DEMANDS:

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, stand and/or run, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

Revised: November 2012

Reviewed: February 2017

JOB DESCRIPTION

ANIMAL CONTROL OFFICER

The following individuals have reviewed and approved of the above named job description:



John Spillane, Animal Control Officer

2/10/17

Date



James Johnson, Town Administrator

Date



Personnel Board

2/15/17

Date



Board of Selectmen

2/22/17

Date