

Town of Wellfleet, Massachusetts

Position Title: **Animal Control Officer**

Statement of Duties

Position is responsible for the provision of the Animal Control services of the Town; performs all other related duties as required.

Supervision

Employee works under the general supervision of the Board of Selectmen. Employee plans and prioritizes work in accordance with standard practices and previous training. Employee is expected to solve through experience most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Questionable cases are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has access to confidential lawsuits against the town and criminal investigations and records of the animal control office.

Employee does not have any supervisory responsibilities.

Job Environment

Position requires judgment to locate, select, and apply the most pertinent animal control practice, procedure, regulation, or guideline for each situation. Employee is required to understand, interpret, and explain to others, the regulations and/or guidelines governing animal control. The sequence of work and/or the procedures followed vary in each situation. Employee may be required to work beyond normal business hours at nights and/or on weekends. Responsibilities include enforcement of state and local laws and by-laws regarding animal control; investigating complaints regarding barking dogs, animal bites, cruelty to animals, or other violations; preparing reports and performing administrative duties.

Employee has frequent contact with the public, police department, MSPCA, and local agencies for the purpose of rendering services and giving or receiving information and assistance. Contacts are made in writing, in person, on the telephone, and at public hearings.

Errors can result in personal injury/loss, delay or loss of service, monetary loss, injury to others, damage to equipment, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

1. Investigates complaints regarding barking dogs, vicious dogs, animal bites, cruelty to animals; receives information from complainant; meets with owners of animals when possible; provides information regarding town by-laws and dog hearing procedures; prepares reports; and provides follow-up as needed.
2. Interprets and enforces all applicable state laws and local by-laws; may be required to appear in court or at a dog hearing to provide testimony; recommends changes in local animal control bylaws.

Board of Selectmen
Dog Officer
Grade xxx
1/30/2004

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3. Provides information and assistance to the public regarding complaints and questions about wildlife.
4. Removes and disposes of dead animals on roads or other public areas; removes and transports injured animals to a local Veterinarian's Office.
5. Maintains animals and town kennel; cleans animals and kennels; feeds and cares for animals; animals that are not claimed are adopted or euthanized.
6. Investigates complaints of potentially rabid wildlife; captures, euthanizes, and prepares animal for rabies testing as needed.
7. Performs administrative duties; prepares correspondence and documentation for hearings; prepares written reports; and processes adoption paperwork; maintains detailed and accurate department activity records.

Recommended Minimum Qualifications

Education and Experience

A candidate for the position should have a High School Diploma or equivalent; one to three (1-3) years of experience working with animals, especially dogs; veterinary medicine knowledge preferred.

Physical and Mental Requirements

The nature of the position involves a variety of fieldwork which may include exposure to outdoor weather conditions, loud noises, rabies, animal bites, poison ivy, traffic, and threats from irate citizens. Employee is required to stand, sit, and climb or balance up to 1/3 of the time; walk, stoop, kneel, crouch, or crawl, and smell up to 2/3 of the time; and talk or listen/hear, use hands, and reach with hands and arms more than 2/3 of the time. Employee frequently lifts up to 100 pounds. Normal vision is required for this position. Equipment operated includes a van, light trucks, portable radios, medical equipment, hand tools, rabies pole, nets, cages, and traps.

Knowledge, Skills and Abilities

A candidate for this position should have the ability to work with animals, and manage crisis and dangerous situations effectively in a safe manner. A candidate should be familiar with State and Local laws as they pertain to animal control, and be able to communicate effectively with complainants and offenders. Ability to work under stressful conditions, and use medical equipment such as needles, syringes, etc. Working knowledge of office computer hardware and software. Highly skilled in handling, capturing, and controlling animals in a safe, and humane manner often under stressful, adverse weather, or emergency conditions. Ability to handle animals in a safe manner. Ability to deal with disgruntled individuals in an effective and tactful manner.

Special Requirements

State certification to carry and administer controlled substances and hypodermic needles within six months of appointment.

Valid Massachusetts Drivers License