

## **Town of Shapleigh/Town of Acton Animal Control Officer Job Description**

This is primary fieldwork enforcing Municipal and State ordinances and laws relating to the regulation and control of dogs and other domestic animals. Individual is responsible for the enforcement of various animal control ordinances. Work involves constant and varied contact with the public and potentially dangerous animals; maintaining records and reports; and monitoring licensure and incident reports. Work is carried out in accordance with established rules and procedures and is reviewed through reports and observation of results achieved.

**SUPERVISION:** Works under the general guidance and direction of the Town Administrator and Select Board of the Towns of Acton and Shapleigh.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Investigates complaints concerning the regulation, licensing and control of dogs and other domestic animals. • Assists in the licensing of dogs as needed. • Determines if any State laws or municipal ordinances have been violated and takes appropriate action such as catching, confining or quarantining dogs or other animals. • Responds to complaints about loose or stray animals and attempts to collect them. • Issues warnings or citations to animal owners and appears as a witness in District Court as necessary. • Delivers captured animals to the animal hospital and/or shelter. • Rescues or aids in the rescue of trapped, wounded, sick, or injured animals. • Maintains all necessary reports and records on incidents involving stray or wild animals. • Takes appropriate enforcement action against violations of regulations.

### **REQUIRED MINIMUM QUALIFICATIONS**

Education and Experience: • Graduation from an accredited high school or equivalent. • Considerable experience in handling animals.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles, practices and equipment used in animal handling. • Knowledge of the geography of the Town. • Knowledge of the applicable State laws and Town ordinances. • Ability to acquire working knowledge of applicable court procedures. • Ability to prepare and maintain records and reports. • Ability to deal courteously, but firmly, with the general public. • Ability to communicate well, both orally and in writing. • Skill in the handling of domestic animals.

### **SPECIAL REQUIREMENTS**

Must receive training and successfully pass state animal control licensure exam within six months. • Must possess physical strength and agility sufficient to perform job duties. • Must possess a valid State of Maine motor vehicle operator's license. • Must possess own vehicle and provide

proof of insurance in applicant's name. Town does not provide vehicle. Town reimburses for mileage for use of private vehicle.

### **TOOLS AND EQUIPMENT USED**

Animal handling tools, cell phone (provided by the Municipalities).

### **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. While performing the duties of this job, the employee is frequently required to walk, sit, talk, smell, and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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. While performing the duties of this job, the employee frequently works in outside weather conditions. The noise level in the work environment is occasionally loud when at a job site, but frequently relatively quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, and reference and past employment check.

The duties listed above 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. The 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.