

TITLE: ANIMAL CONTROL OFFICER
LEVEL: GRADE 12 \$16.89hr - \$25.86hr
DEPARTMENT: POLICE

FUNCTION: Apprehend loose and unlicensed dogs, investigate all complaints, issue necessary citations, appear in court with necessary records, clear City of all dead animals.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Leash Law.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Investigate all animal bites that have been reported to Animal Control and the Department of Public Facilities, New Bedford Police Department and Department of Health. Respond to all calls concerning unleashed/unlicensed animals, dead animals, nuisance complaints, violations of City and State laws, and the penalties applicable as specified under Massachusetts General Laws (MGL) Chapter 140. Owners of dogs who are in violation of existing laws will be subject to penalties, and receive citations and fines when necessary.

Enforce Animal Inspector Laws as per Chapter 129. Investigate Animal Cruelty Statues MGL 272/77.

Assess injured animals. Provide emergency care and transportation for injured wildlife and injured stray pets if no owner is present, and obtain medical treatment as required.

Drive Emergency vehicle in safe appropriate manner; obey all laws when activating emergency lighting.

Prompt response to animal bite complaints and/or roaming dogs is important in preventing, controlling and spreading disease, or otherwise endangering public safety.

Interact with local, State and Federal agencies as necessary.

Court filing and appearances as required when dog owners are cited for violations.

Conduct annual livestock census.

Conduct regional Rabies and Microchip clinic annually, which provides the pet owner with an opportunity to get a rabies vaccination for dogs/cats at a minimal fee per Chapter 140, Section 145B.

Compile and keep accurate records of all animal bites, stray dogs, nuisance reports and telephone calls pertaining to animal problems, including report writing and filing.

Monitor the performance of shelters in accordance with requirements of the contract between the

City and shelters.

Assist New Bedford Police executing search warrants.

The availability of the Animal Control Officer is 24 hours a day to include emergencies, nights, weekends and holidays. Must possess a telephone.

EDUCATION AND EXPERIENCE: High school graduate or GED equivalent; five years' paid experience working with animals or related field preferred; or any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITY: Working knowledge of animal handling procedures/practices, and applicable Massachusetts laws/bylaws governing the control and regulation of animals. Working knowledge of department operations and functions, with the ability to maintain detailed records.

Ability to effectively and tactfully communicate with others as it relates to explaining regulations, taking enforcement action and investigating complaints. Ability to receive, understand and follow written and oral instructions. Must be courteous and have experience dealing with the public. Portuguese/Spanish speaking preferred.

SPECIAL REQUIREMENTS: Possession of valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

TOOLS AND EQUIPMENT USED: Patrol vehicle, animal capture equipment, radio, first aid equipment, personal computer, telephone.

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.

Frequent and extended periods of outside work, subject to all weather conditions and extremes. Continuous walking, standing, and climbing; frequent periods of requiring sustained uncomfortable physical positions. Regular and sustained periods of strenuous physical exertion, requiring stability to lift, carry and position heavy objects utilizing proper mechanics and techniques.

The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance 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. Frequent and extended periods of outside work, subject to all weather conditions and

extremes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office and moderate in the field.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

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.