

## Town of Freetown Job Description

**Position Title:** Animal Control Officer

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**Position Code:** (Future Use)

**Pay Code:** (Future Use), Exempt

**Department:** Board of Health

**Reports To:** Board of Health

**Bargaining Unit:** N/A

**Type:** P/T 10 Hours

**Health Benefits:** No

**EEO Code:** (Future Use)

**Effective Date:** 11/22/10

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### **Major Functions**

Protects the safety of the public and the welfare of animals by performing tasks related to the enforcement of Town By-Laws and applicable State Laws and regulations relating to animals.

Serves as a Dog Officer pursuant G.L. c. 140, § 51, responsible for performing for the duties of that position and enforcement of Town By-Laws and applicable State Laws and regulations relating to dog control.

Serves as Animal Inspector pursuant to G.L. c. 129, § 15, responsible for performing the duties of that position, performing annual inspections of premises on which there are domestic animals and reporting the findings to the Board of Selectmen who will issue annual Domestic Animal Permits.

As Animal Inspector, issue animal disease quarantines in the case of a report of disease or animal bite; issue and distribute quarantine notices; investigate all reported cases of injury by the biting or scratching of dogs or other animals; prepare written logs and reports; provide advice and assistance to the public; and provide annual report to the Board of Health.

Serves as a Pound Keeper and Field Driver pursuant G.L. c. 49, § 22, responsible for performing the duties of these positions.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

- All behaviors comply with the code of conduct and rules & regulations.
- Respond to the complaints and concerns of the public with regard to dog and other animal disturbances, rabid animals, and nuisances, livestock killings; take appropriate action, investigate animal bite reports, prepare rabies specimens as needed.
- Enforce Town by-laws and applicable state statutes relating to dog and animal control.

**Essential Functions (cont.)**

- Patrol streets for stray or injured animals as directed by the Board of health or Police Department; provide first aid and rescue operations for injured animal; remove deceased animals from public ways, transporting and disposing of properly
- Respond to telephone, pager and radio requests for emergency dog and other animal assistance.
- Provide on-call emergency service on evenings, weekends, and holidays
- Apprehends, impounds, quarantines, euthanizes and disposes of diseased, unwanted, unhealthy, problem and vicious animals; transport injured animals to a veterinarian to be treated.
- Investigates suspected cases of animal abuse and neglect, including the review of the condition of the animals, interviewing the owner and witnesses, and determining whether to issue a citation or file criminal charges.
- Assist Town Clerk in dog licensing program as directed.
- Write and mail leash law and licensing violation citations and serve court summons.
- Appear before the Board of Selectmen for dog hearings; appear before Town Boards and Departments as required; appear in administrative and court proceedings on behalf of the Town.
- Responsible for the inspection and documentation of kennel inspections.
- Responsible for the annual inspection of premises on which there are domestic animals including but not limited to the following: conduct annual visits to facilities on which there are cattle (dairy and beef), swine, goats, sheep and horses, as well as poultry, mink, foxes, donkeys, mules, deer, buffalo, llamas, ostriches and other animals which are currently being raised and/or maintained; keep and maintain inspection "brown book" records.
- Mediates and helps to resolve conflicts between parties involving animal control issues including, but not limited to, property damage, barking, cruelty, degree of animal confinement, potential or actual danger and injury to or by animals, as directed.
- Participate in rabies clinics; and provide rabies control activities, as required.
- Conduct educational programs including presentations at schools as directed.
- Provide information to the public regarding the proper way to raise and treat dogs including informational articles, such as rabies control and other animal related diseases or problems; responding to questions on the telephone or internet.
- Interact and coordinate with Police Department, Board of Health, Town Clerk, Town Departments, County agencies, other municipalities, and veterinarians.

**Essential Functions (cont.)**

- Maintain log of all calls. Maintains records, receipt book, collects fees and submits reports and fees collected to the Town Treasurer-Collector as required.
- Prepares reports of animals impounded, adopted, redeemed, relinquished and destroyed.
- Documents the results of investigations by completing reports on animal bites; livestock killings, abuse, neglect, and related activities.
- Report activities to the police and communication departments for recording in the police daily log.
- Manage departmental budget under the direction of the Board of Health or its designee.
- Performs office work as required.
- Cleans and maintains the Town shelter when it is temporarily operational; feeds and cares for any animals confined therein.
- Uses catchpoles, traps, tranquilizer guns, and other devices to capture and impound animals; properly maintains all equipment.
- Required to use a firearm to destroy animals as necessary.
- Operates a vehicle; performs routine minor maintenance.
- Lift and carry up to 100 pounds. Push and pull up to 200 pounds.
- Follow oral and written instructions.
- Attend training and certification programs as directed.
- Performs other duties as assigned or as may be necessary.

**Minimum Qualifications**

- Ability to understand, interpret and apply State and Town by-laws and regulations, department policies and procedures, animal care procedures, and other technical literature pertaining to animal control laws.
- Ability to learn capture, care, handling and feeding of domestic and non-domestic animals in a humane fashion.
- Ability to distinguish between various breeds of dogs for proper identification.
- Ability to work alone.
- Ability to prepare and maintain written records and reports in a clear, accurate, and grammatically correct manner.
- Ability to communicate effectively and compassionately with the general public.
- Ability to maintain clean and sanitary conditions of vehicles; maintain clean and sanitary conditions of the shelter during its temporary operation or as otherwise directed.

**Minimum Qualifications (cont.)**

- Ability to operate a motor vehicle.
- Ability to read and write.
- Ability to competently handle a firearm.
- Ability to understand and carry out general instructions related to animal and dog control.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

**Required Qualifications****Experience**

- One year experience in handling, trapping, ensnaring, transporting and caring for dogs; or any equivalent combination of experience, education, and/or training which provides the required knowledge, skills, and abilities.

**Required Qualifications (cont.)****Licenses or Certificates**

- Must possess and maintain a valid Massachusetts Driver's License.
- Must possess and maintain a valid Massachusetts License to Carry Firearms.

**Training or Education**

- High School Diploma, General Education Development Certificate (GED) or equivalent.

**Special Requirements**

- Must be available 24 hours per day to respond to emergencies.
- May be required to be licensed to carry a firearm

**Supervisory Responsibility**

None

**Working Conditions**

- Frequent and extended periods of outside work, subject to all weather conditions and extremes.
- Working around potentially vicious animals; work with abusive individuals in disputes over decisions; removing stray animals from streets and highways.
- Exposure to dirt, air contaminants, animals, temperature extremes, noise and toxic materials
- Continuous walking, standing, climbing; periods requiring uncomfortable physical positions. Incumbents in this classification must follow safety procedures carefully.

**Tools And Equipment Used**

- Use of personal computer, printer, two-way radio, telephone, copying machine, traps, and other devices to capture and impound animals; may be required to use a firearm to destroy animals as necessary.
- Operation of a motor vehicle.

**Physical Demands**

Regular periods of physical exertion, requiring ability to lift, carry and position heavy dogs utilizing proper mechanics and techniques. Typical positions require workers to walk or stand for long periods; lift and carry up to 100 pounds; push and pull up to 200 pounds; climb stairs, bend, kneel, crouch and crawl; reach, hold, grasp and turn objects. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

**Unusual Demands**

Employees are subject to call 24 hours per day.

**Probationary Period**

The probationary period is one year.

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**Signature of Person Filling Position**

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**Date**

**NOTICE:** The above job description does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Personnel Board to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.