

Town of Worthington MA

Animal Control Officer Job Description

Purpose:

The Animal Control Officer is responsible for the safe and effective enforcement of all applicable laws and regulations governing the control of animals. This is a part-time position with work and time requirements on an as-needed basis.

Supervision/Supervisory Responsibilities:

The Animal Control Officer is appointed by and reports to the Selectboard. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision.

Essential Functions:

- Enforces all applicable general laws and Town bylaws concerning the control and regulation of animals
- Investigates complaints and calls concerning domestic animal bites and attacks, nuisance and stray animals and wildlife.
- Investigates allegations of animal cruelty and neglect
- Ensures proper licensure of dogs and other pets; assists Town Clerk in dog licensing program
- Responds to requests for emergency domestic animal assistance
- Responds to calls of sick/injured animals or animals in distress.
- Writes leash law violation citations; serves court summons, appears in court on behalf of the Town
- Appears before the Selectboard for nuisance and/or dangerous dog hearings
- Provides information to the public regarding relevant regulations and licensing requirements, and the proper way to raise and treat animals
- Performs similar or related work as required or assigned

Competencies:

- Thorough working knowledge of applicable Massachusetts General Laws and Town bylaws governing the control and handling of animals
- Basic knowledge of animal husbandry
- Ability to effectively and tactfully communicate with others as it relates to explaining regulations, taking enforcement action, and investigation of complaints
- Ability to maintain detailed inspection records
- Ability to communicate effectively and professionally with and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, contractors, and/or the public
- Ability to enforce and interpret laws and regulations firmly, tactfully, and impartially
- Ability to communicate effectively in written and oral form
- Ability to work in high pressure situations, as necessary
- Good organizational skills; detail oriented, takes initiative, and able to work independently

Education and Experience/Other Requirements:

High School diploma or GED and 1-2 years of experience handling animals and performing administrative tasks; or any equivalent combination of education, training, certification or experience.

- Must complete training course offered under G.L. Chapter 140, §151C within time frame prescribed by law
- Must have valid driver's license and satisfactory driving record, required

Physical Requirements/Work Location:

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.

Field work is conducted under varying weather and other conditions and requires local travel. Moderate to strenuous physical effort required while conducting field work; must be able to access all areas of inspection sites, which may include hard-to-reach areas or areas of limited space. Lifts/moves and transports objects and animals weighing up to 60 pounds, or greater. While performing the duties of the Animal Control Officer, the employee is required to: interact and communicate frequently with the public, government officials, members of the police department; operate standard office equipment including computers and keyboards, operate various equipment, tools, and animal control devices; and move throughout the municipal office and off-site properties/facilities.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This 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/or requirements of the job change.