

Town of West Tisbury, MA

POSITION: Animal Control Officer

DEPARTMENT: Administration

Position Purpose:

The purpose of this position is to enforce all relevant state statutes and town laws as they relate to the control and regulation of animals; ensures the safe return, care and handling of all residential animals; and provides protection to the residents of West Tisbury from annoyance, intimidation, irritation, and injury from **domestic** animals. Performs all other related work as required.

Supervision:

Supervision Scope: Performs a variety of very responsible functions requiring the exercise of judgment, initiative and discretion in dealing with the public and in interpreting and applying relevant state laws and town bylaws.

Supervision Received: Works under general direction of the Board of Selectmen. Works according to established department and town policies and procedures, standards, or special directives, instructions and intent. **Self Supervising.**

Supervision Given: Supervises the assistant animal control officer, **prepares schedule and payroll & evaluates the Assistant.**

Job Environment:

Majority of work is performed outdoors with possible exposure to weather extremes of hot and cold temperatures and inclement weather. Frequently subjected to the stress of emergencies and dangerous situations; risk of injury is possible due to handling of animals including bites, scratches, etc. Work may be performed outside of normal business hours and on the weekends. Administrative work is performed in an office environment.

Operates a **Town-owned** automobile/light truck, radio, hand tools animal capture devices, traps, cages, muzzles, nets, snare leash, ~~ladder~~, rabies pole, and standard office equipment to include personal computer, calculator, telephone, copier, etc.

Makes frequent contact with animal owners, town residents, local veterinarians/animal hospitals, rescue groups, state agencies, other town departments, and local animal control offices.

Has access to department-related confidential information.

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Errors could result in danger to public health and safety, personal injury, confusion, delay of services, and cause adverse public relations.

Essential Functions:

(The essential functions or duties listed below 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.)

Enforces laws related to dog control, e.g., licensing, leash law, etc.

Investigates and issues quarantine notices for animal bites.

Investigates and arranges for testing of potentially rabid wildlife where there has been a human or domestic animal exposure.

Investigates and records complaints regarding livestock husbandry practices, wild animals in a residential area, animal cruelty, and dog nuisance, and related complaints.

Provides animal owners with information regarding town by-laws and dog hearing procedures; prepares reports, and provides follow-up as needed.

Assists in Removing and transports injured animals to veterinary offices.

Transports unlicensed animals to an affiliated kennel for quarantine or temporary housing as **necessary**.

~~**Traps and removes wild or nuisance animals from outdoors, residential or undesignated areas.**~~

Interprets and enforces all applicable state laws and local by-laws pertaining to animals; prepares **for** and appears in court, as required.

Works with veterinarians, humane societies and the general public to place unclaimed dogs.

Prepares correspondence and documentation for hearings; prepares written reports and Performs similar or related work as required.

Prepares annual budget & submits to Selectmen and Finance Committee. Makes presentation to FinComm, Selectmen and Town Meeting of budget & warrant articles related to ACO. Prepares annual report for Town Report. Submits bills & payroll to Town Accountant as requested. Monitors expenditures to see they are within budget. Responds to emails, phone calls, texts and other communications in a timely fashion.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma; completion of animal control certification courses; one to three years of experience in animal handling and control or related field; or any equivalent combination of education, training and experience.

Special Requirements:

Possession of a valid MA motor vehicle operator's license.
Animal Control Officer MA Certification
Animal Inspector Course

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of applicable Massachusetts General Laws and town bylaws governing the control and regulation of animals. Knowledge of animal diseases, basic livestock husbandry practices, normal/abnormal behavior of common wildlife, and regulations pertaining to animals and wildlife. Knowledge of livestock, exotic animal handling, wildlife issues, dog bite prevention, rabies protocol and legal statutes and regulations related to animal control and prosecution.

Ability: Ability to effectively and tactfully communicate with others as it relates to explaining regulations, taking enforcement action, and investigating complaints. Ability to maintain detailed records. Ability to apprehend and control vicious animals and care for them humanely. Ability to maintain composure during emergencies, in dangerous situations, and while communicating with agitated/angry residents. Ability to enforce laws and regulations firmly and impartially.

Skill: Skills in operating above-mentioned equipment. Excellent problem solving skills. Compassion for animals. Excellent organizational and recordkeeping skills and proficient computer skills.

Physical Requirements:

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 light to moderate physical effort is generally required in performing duties. Very good mobility and physical conditioning required to spend majority of shift walking/running/standing, bending climbing trees, chasing animals, handling large/excitable/dangerous animals, and using hands to operate all tools and equipment. Ability to talk and hear sounds. Occasionally lifts and/or moves objects weighing up to 60 pounds. Accesses all levels of structures/barns/houses and traverses uneven terrain. Vision and hearing at or correctable to normal ranges.

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(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 requirements of the job change.)