

# TOWN OF BELMONT POSITION DESCRIPTION

## POSITION TITLE: ANIMAL CONTROL OFFICER

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### PURPOSE OF POSITION

The purpose of this position is to enforce the animal control bylaws and regulations of the Town of Belmont and ensure the health and safety of the public. The work is performed under the supervision of the Director of Health.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provides public education regarding the bylaws and regulations and health and safety concerns involving animals; gives presentations in school classrooms and on cable TV; writes newspaper articles.

Investigates all complaints concerning animals; responds to resident's questions concerning nuisance wildlife: bats, skunks, raccoons, foxes and coyotes, etc; issues non-criminal citations for violations of the animal bylaws and regulations. Responds to requests from Police and Fire departments for help in situations involving animals.

Performs all duties of the Inspector of Animals including enforcing quarantines; inspects horse barns and other special animal shelters. Refers issues covered by State and Federal statutes to the appropriate personnel.

Patrols the town by vehicle and on foot to enforce and promote compliance with animal-related bylaws and regulations; maintains availability on-call to respond to emergencies in either town while on duty.

Attends Board of Selectmen and Board of Health hearings regarding animals; attends court hearings.

Apprehends and impounds dogs and cats, especially any involved in biting incidents; transports animals from the pound to local no-kill shelters to be adopted; works with kennel staff to house animals adopted from the pound; performs first aid on pets and wildlife as necessary; euthanizes pets and wildlife that are severely injured.

Maintains the sanitary conditions and operating condition of the Animal Control Van; performs routine maintenance and arranges for more extensive maintenance and repairs; maintains all animal control equipment; maintains the dead animal freezer located in the Police Department basement.

Coordinates the preparation and transport of specimens for rabies testing with the local veterinarian; assists with the paperwork and set-up of rabies clinics, as needed .

Prepares a variety of reports, correspondence and paperwork including the monthly report for the Board of Health, the animal portion of the Annual Report, and special reports on complicated or serious cases.

Attends monthly meetings of the Animal Control Officers Association; maintains communication with national organizations such as the Animal Rescue League or the NSPCA.

## **ADDITIONAL FUNCTIONS**

Coordinates the maintenance of communications radios.

Assists with the preparation of the Animal Control Budget.

Performs other duties as assigned or required.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent with Animal Control Officer's Training; Associate's degree in Animal Science or Veterinary Technician preferred; and three years of experience working with animals, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Position requires the possession of a valid Massachusetts driver's license.

## **PERFORMANCE APTITUDES**

### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

### **Human Interaction:**

Requires the ability to persuade, convince, influence, train and monitor others in favor of a desired outcome. Requires the ability to act as a lead person.

Requires the ability to communicate orally and in writing with supervisor, co-workers, Police and Fire department personnel, other Animal Control Officers, veterinarians, NSPCA and Animal Rescue personnel, kennel staff, pound staff, residents, pet owners, farmers and the public.

### **Equipment, Machinery, Tools and Materials Utilization:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, an Animal Control van, communications radio, protective clothing, euthanasia chamber, snare pole, animal cages, pepper spray, dog leash, medical supplies and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as rabies vaccination certificates, complaint reports, quarantine notices, police reports, rabies specimen reports, bylaws and regulations, professional journals, policy manual, maps, adoption forms, annual report, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**ADA COMPLIANCE**

**Physical Ability:**

Tasks involve the regular and sustained performance of moderately physically demanding work involved in the capture and apprehension of pets or wild animals, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Factors:**

Requires the ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, strong odors, toxic agents, smoke, dust, pollens, wetness/humidity, animals/wildlife, disease/pathogens, violence or traffic hazards. This exposure may cause some discomfort and presents a risk of injury.

The Town of Belmont, Massachusetts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.