

**Town of Natick
Job Description**

Position Title:	Animal Control Officer	Grade Level:	1
Department	Police	FLSA Status	Non-Exempt
Reports to:	A d esignated e Officer		

Statement of Duties: Incumbent is expected to meet and resolve most situations and problems; and to keep supervisor informed of unusual conditions and seek appropriate advice in dealing with them. Laws and regulations applicable to animal control must be observed and followed, as well as any departmental regulations which apply.

Supervision Required: The employee performs work duties under the general and broad supervision of a designated officer of the department, but most day-to-day work is performed independently.

Supervisory Responsibility: None

Accountability: Errors and omissions will result in adverse public relations and potential personal injury.

Judgment: Choosing the appropriate practices, procedures, or regulations to apply in each case.

Complexity: The activities of dogs and animals, especially in interacting with human beings is very unpredictable. Each situation calls upon the incumbent to use special talents in meeting and con-fronting it with proper care to self and animal. This is especially so in the case of sick or injured animals. Sensitivity on the part of the animal owners on the one hand, and protection of the safety of the public on the other hand calls for difficult balancing at times.

Confidentiality: Individual judgment and the application of professional knowledge and experience is required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: Work most out-of-doors while patrolling the community, and there is a great deal of walking in order to apprehend animals. There are dangers in this work, such as: dog bites and acts of irritated citizens. Physical demands are mainly in lifting, carrying and transporting injured animals. Safety precautions must be taken at all times.

Nature and Purpose of Contacts: Most contacts are with members of the general public, especially with dog owners for the purpose of explaining regulations and hearing complaints and checking license status of dogs. Other contacts are with department personnel and employees of the Town Clerk's office, [Select Board Office](#) and Health Department to verify information. Still other contacts are with representatives of insurance companies where dog bites are involved.

Occupational Risks: [The employee is exposed to outdoor work, confined spaces and high](#)

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~~places, equipment and machinery, traffic, biohazards, emotional stress and risk of personal injury when attempting to restrain or capture animals. Duties do not regularly present risk of injury. Special safety precautions, training precautions, training, or protective clothing is required.~~

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Patrols Town to seek out and pick up stray or unlicensed dogs and confines them ~~to designated~~ to designated contracted Animal Clinic dog pound; provides care of unlicensed dogs.
- ~~Patrols Pparks, Sschools and Cemeteries~~ Ccemeteries for unleashed dogddogs.
- Enforces the leash law of the Town.
- Investigates complaints of vicious or barking dogs, dogs injuring persons, ~~or~~ livestock or ~~dogs~~ damaging property or causing annoyances; takes any necessary legal action against owners of such dogs.
- Checks license tags against Town Clerk's records to ensure that dogs are duly licensed.
- Works with Town Clerk's Office to insure all dogs are licensed on an annual basis including issuing citations if needed.
- ~~Picks up and disposes of dead animals on public roads and streets.~~
- Monitors kennels ~~located in town used by Town~~ to determine that animals are maintained in a sanitary and humane manner, and that proper records are maintained.
- Prepares and maintains required log and record of calls and of reports phoned into office.
- Assist in the removal ~~Removes of~~ sick, injured, or deceased ~~or injured~~ animals from Town- owned properties.
 - ~~in Town, but without requirement of entering into inaccessible places.~~
- Instructs persons on proper handling of pets; presents talks at schools and organization meetings on care of pets.

Commented [JH1]: No access to Dog Pound in this area. We currently contract with local Animal Clinic

Commented [JH2]: This is added to clarify what frequency the analysis of unlicensed dogs will take place.

Commented [JH3]: I still contend that this is a Highway responsibility. ACO does not have equipment or locations needed to perform this task.

Commented [JH4]: We need to be clear that we do not remove from private property but would assist when possible or refer to private vendor.

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- Assist in locating owners of sick, injured, or deceased pets on private property.
- ~~the removal of deceased pets on private property to locate owners~~
- Provides first aid for animals who are injured or who have been hit by a motor vehicle.
- Does not remove deceased wild animals on private property.
- Does not trap nuisance wild animals on private property.
- Responds to injured domestic animal reports, transporting the animal to the appropriate facility and locating the owner of the injured animal when possible.
- Works with the Chief of Police and others in developing procedures necessary for the effective handling of problem animals or situations involving the public.
- Conducts investigations, gather data and makes recommendations to the Town when dealing with problem animals and/or owners as needed.
- Assist other agencies (Police, Fire, DPW, etc) in rescuing, removing, controlling animals involved in emergency situations such as human medical emergencies, fires, accidents and warrant searches.
- Performs other related duties of the class, as required or assigned by Chief of Police or designee.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Position requires a High School diploma or equivalent
- One to three (1-3) A minimum of one years of experience preferably working with animals, especially dogs.
- Animal Control Certification from a recognized training organization or ability to become certified within six (6) months of appointment and annual certification as required.
- Or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential

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functions of the job.

- ~~• No specific, formal work experience is required for this work, but incumbent at time of appointment must be able to demonstrate skill and ability in performing work responsibilities with animals, particularly dogs.~~
- ~~• A candidate for this class of positions should be a high school graduate and should be able to document prior work in the care of handling of animals.~~
- Candidates must be in excellent physical condition.
- Hold a valid Motor Vehicle's Operator's license.
- Candidates must be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.

Knowledge, Abilities and Skill

Knowledge:

- Working knowledge of the care and handling of animals, with special emphasis on dogs.
- Working knowledge of State and local laws and regulations relating to animal control and inspection.
- Considerable knowledge of the street system of the Town in order to locate animals and owners of animals.

Abilities:

- ~~• Ability to interact effectively and appropriately with the public and other personnel~~
- Ability to apprehend animals and care for them humanly.
- Check tags against Town Clerk's records to ensure that dogs are duly licensed.
- Ability to receive, understand and interpret written and oral instructions.
- Ability to prepare and maintain records and develop reports.
- Ability to establish and maintain harmonious relationships with others, particularly with dog owners.

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- Ability to handle special equipment in the apprehension of dogs and other animals, and using such equipment with skill.

Skills: Care and control of animals, making observations and recording information. Proficient oral and written communication skills.

Physical and Mental Requirements: s

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 position's essential functions.

Physical Skills:

- Require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting, pushing or carrying heavy objects such as animals for long distances. There may be a need for the employee to be able to stretch and reach in order to retrieve material. The assigned work may require extended physical effort over a significant portion of the work day and under adverse weather conditions. as well as lifting up to 100 pounds.

Motor Skills:

- Position requires minimal motor skills for activities such as: operating a personal computer and/or most office equipment, typing, filing, moving objects, sorting of papers or operating a motor vehicle or truck as well as medical equipment, hand tools, rabies poles, nets, cages and traps, etc. Duties involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Position requires the employee to routinely read and interpret documents and reports for understanding and analytical purposes; the employee is required to differences and be able to adjust or focus short and distance vision. Ability to read and distinguish colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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