

TOWN OF BELGRADE



ANIMAL CONTROL OFFICER
JOB DESCRIPTION

APPROVED ON 04/02/2013

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ANIMAL CONTROL OFFICER (ACO) JOB DESCRIPTION

Nature of work: Hired by the Town Manager

This is primarily field work enforcing Municipal and State Ordinances relating to the regulation and control of dogs and other domestic animals.

Employee of this class is responsible for the enforcement of various animal control ordinances. Work involves constant and varied contact with the public and potentially dangerous animals; maintaining records and reports; monitoring licensure and incident reports. Work is carried out in accordance with established rules and procedures and is reviewed through reports and observation of results achieved.

Essential Duties and Responsibilities:

- Investigates complaints concerning the regulation, licensing and control of dogs and other domestic animals,
- Determines if any State Laws or Municipal Ordinances have been violated and takes appropriate action such as catching, confining or quarantining dogs and other animals,
- Responds to complaints about loose or stray animals, and attempts to catch them,
- Delivers captured animals to the Animal Shelter,
- Rescues, or aids in the rescue, of trapped, wounded, sick or injured domestic animals,
- Performs related work as may be required.

Requirements of Work:

- Knowledge of the principals, practices and equipment used in animal handling,
- Knowledge of the applicable State laws and Town ordinances,
- Ability to prepare and maintain records and reports,

- Ability to deal courteously, but firmly, with the general public,
- Ability to communicate well, both orally and in writing,
- Skill in handling domestic animals,
- Knowledge of the geography of the Town,
- Ability to exercise independent judgment in conducting patrols and responding to complaints,
- Must pass background check,
- Ability to establish effective working relationships with owners, tenants, property managers, and other municipal officials under adverse or strained conditions.

Training and Experience Required:

High School diploma required; some experience in handling dogs and other animals; must have a valid State of Maine Class C Motor Vehicle license and a vehicle available to correctly transport animals; and must be able to work with people during emotional times and stressful conditions.

Work Week:

This position is an on call position, to be available 24/7. If on vacation must supply contact information of the fill-in ACO.

Benefits/Pay:

There are no benefits with this position. Pay is by contract established by the Select Board on an annual basis that runs from January to December. ACO also receives mileage at the same rate as all other employees, which is set following the State of Maine mileage rate.

u/files/personnel & others/ JD/ ACO 2013