

Assistant Animal Control Officer
Town of Weston

Serves on call after hours alternating weeks and in the absence of the Animal Control Officer. Duties include: Investigate domestic animal and wildlife complaints; capture, impound, and care for roaming, injured, or mistreated animals; pickup and dispose of dead animals; maintain required call records; High school diploma or GED, and CT driver's license required. Must be State certifiable. Applicant review will begin November 6 and continue until filled. On call stipend is \$7,000/yr. Applications and full position description available at westonct.gov . Send application and cover letter to: Town Administrator, PO Box 1007, Weston, CT. 06883 .

TOWN OF WESTON
ASSISTANT ANIMAL CONTROL OFFICER

Position Purpose:

The purposes of this position are to provide under direction by the Animal Control Officer for the protection of people, animals and property from disturbances or physical harm resulting from animal owner neglect, their failure to adhere to the requirements of the animal control ordinance and State laws governing domestic animals, other causes, inadvertent actions of wildlife animals and hunting violations. This is accomplished through the enforcement of laws, including investigations, legal actions, impoundments and animal disposal. Maintains the animal kennel and provides twenty-four hour coverage. The Assistant Animal Control Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs technical, administrative and varied and responsible duties requiring knowledge of department standard operating procedures, the habits and diseases of domestic animals and State laws. Exercises judgment and initiative to accomplish competent service delivery; works in combination with State and Town representatives and contracted veterinarian services.

Supervision Received: Works under the general direction of the Animal Control Officer; follows established department general and special orders, rules, regulations, policies and procedures.

Supervision Given: None

Job Environment:

Animal control work is performed at the animal kennel, with the animal van, at citizen's homes, outdoors and in traffic; usually noise levels are loud. Administrative work is performed in a moderately noisy animal kennel or moderately quiet office environment. Position entails driving and may be subject to exposure to hazardous substances or materials; working near traffic and with vicious animals. Work is performed inside and out-of-doors in developed and wooded areas, in all weather conditions and poses health risks.

Requires the operation of vehicle and office computers, printer, calculator, telephone, copier, facsimile machine, and all other standard office equipment, cleaning equipment for animal shelter and use of washer/dryer; animal traps and a firearm.

Makes frequent a contact with the general public to handle resident's questions and problems. Makes periodic contact with state agencies, animal protection/rescue groups, other animal shelters, attorneys, veterinarians, vendors, and municipal departments. Communication is frequently in person, by telephone, mail, and in writing and e-mail or via radio or 911/emergency dispatch.

Errors could result in injury to self, other people or animals; liability, delay in services; monetary loss and/or damages to equipment.

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.)

- Investigate and enforce animal control provisions and State and Town laws. Testify in court, as required.
- Impound and care for roaming, injured, or mistreated dogs and other domestic animals. If known, notify owners and arrange for pickup of animal and payment of fees. If animal is not picked up by owner, dispose of in a proper manner. Maintain kennel by performing simple repairs and cleaning, and reporting need for major work, such as alarms or mechanical systems.
- Capture unattended and dangerous animals through the use of specific tools or tranquilizer gun; investigate animal bites. Investigate complaints, including rabies, deer, coyotes, raccoons, etc. Dispose of dead domestic and wild animals and pick up all dead deer on town roads and properties. In the case of rabid animals, exercise appropriate precautions and take corrective actions, in concert with the contracted veterinarian and the central State facility.
- Rescue or aid in the rescue, of trapped, sick or injured animals including those animals neglected in an unhealthy home or cruelty cases. Issue summons to offenders and testify in court when necessary.
- Comply with OSHA.
- Maintain all necessary records and information regarding complaints, incidents, occurrence dates and times, names and contact information regarding the involved parties, the disposition, resolution and the reporting of matters handled by the animal control officers; present evidence as needed in court.
- Educate the public about the care of animals and habits/risks of wildlife. Provide coverage for 24 hour emergency services.

Other Functions:

- Continued professional development
- Performs related work as required
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Diploma or GED and over one (1) year of experience with domestic and/or wildlife animals and animal owners preferred.

Special Requirements:

Must have and maintain: Valid CT Drivers License.

Knowledge, Ability and Skill:

Knowledge: Strong knowledge of the safe practices for care and capture of animals; knowledge of animal first aid; some knowledge of wildlife; some knowledge of animal diseases and related public health risks and quarantine procedures; some knowledge of laws, ordinances and regulations related to animal control and hunting; good knowledge of the use of office automation applications and equipment for animal control.

Ability: Ability to manage animal control kennel and clean kennel safely; ability to deal with dangerous animals and lift and care for animals; ability to follow written and oral instructions; ability to work as a team with others to keep them informed of actions taken; ability to acquire and maintain knowledge of regulations, state statues and legal requirements, of assigned department activities; ability to make decisions in accordance with laws, ordinances, regulations and established policies; ability to utilize data & word processing applications as they related to the functions of the offices supported; ability to deal effectively with the public, animals, state agencies, persons needing assistance and staff.; ability to prepare reports as assigned; ability to prioritize work assignments to meet established deadlines and ability to multitask.

Skill: Good verbal and written communication skills; aptitude for working with people and animals and maintaining effective working relationships with various groups and resolving issues; aptitude for working with paperwork and details; skill in using the above mentioned office equipment; skills in with dealing with public and providing customer service; skill in utilizing personal computers, word processing, database, and spreadsheet applications; sensitivity to public communications.

Physical and Mental Requirements

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles			X	
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Dog bites				X
Other-Disease				X
Other-Describe				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms				
Tasting or smelling		X		
Bending, pulling, pushing		X		
Other-Drive			X	
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 30 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)			X	
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

FINAL APPROVAL DATE June 30, 2011