

TOWN OF WINDHAM

Position Title: Animal Control Officer
Department: Public Safety
Reports to: Police Chief or Designee
Classification: Non-Exempt 8

Date: _____
Incumbent: _____
Supervisor: _____
Town Manager: _____

General Summary:

Animal Control Officer is a general duty unarmed position, which involves responsibility for enforcement of State and local laws relating to animal control, working with the public to acquire voluntary compliance and education, issuing summonses, and testifying in District Court. Work is performed with considerable independence in accordance with departmental rules and regulations and under the general direction of the Police Chief and/or designee. Performance is evaluated through reports and discussion of results achieved.

Essential Functions:

- Responds to calls for service and investigates complaints and reported incidents in the area of animal control, such as animals-at-large, stray, vicious, abandoned, lost, nuisance or abused animals.
- Patrols community to monitor and enforce animal control laws and ordinances, and to foster public visibility.
- Offers suggestions to animal owners to aid in compliance with laws and ordinances.
- Participates in public education programs and demonstrations to explain pet owner responsibility.
- Maintains records and prepares reports and documentation to support citations; testifies in court proceedings, when necessary.
- Transports stray or injured animals to holding facility.
- Works with Town Clerk to ensure that all dogs are licensed.
- Performs agency assists, as needed.
- Responds to requests for information from the public concerning wildlife.
- Removes small, deceased animals from the roadway or citizen's property.
- May participate in Town sponsored rabies clinics, as needed.
- Reports unusual activity or circumstances to the Police Department Shift Commander.
- Interacts with Fire/Rescue and Public Works Departments, other law enforcement agencies, department employees, representatives of local, state, and federal agencies, and the general public for overall management effectiveness with respect to Animal Control issues.

Other Duties and Responsibilities:

- Performs other work as may be required in support of Windham Animal Control.

Competencies:

- Knowledge of current federal, state, and local laws and ordinances regarding animal control principals, practices, techniques, and equipment;
- Knowledge of dog breeds, animal diseases, and symptoms;
- ability to analyze situations quickly and objectively and to determine proper course of action according to law and departmental policies;
- excellent oral and written communications skills;
- Ability to cope with stressful situations and communicate firmly, courteously, tactfully and with respect for the rights of others;
- and ability to develop and maintain working relationships with other law enforcement personnel, department employees, and the general public.

Required Education/Experience:

- High School diploma;
- Experience dealing with animals, some of which may be injured; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills, and abilities.

Additional Eligibility Qualifications:

- Maine driver's license, Class C.
- Computer skills including familiarity with Microsoft Office programs, as well as specialized software.
- Successful completion of pre-employment physical exam.

Working Conditions/Physical Demands:

Work is performed in a variety of environmental conditions – both indoors and outdoors, with exposure to a wide temperature variation, fumes, grease, machinery and its moving parts, odors, and dust. Occasional exposure to hazardous work conditions including contact with snakes, potentially wild, dangerous, and diseased animals; work performed in streets and highways to remove stray or dead animals. Regularly lifting objects up to 75 lbs. Pushing, pulling, running, climbing, crawling, and kneeling is required. Must be able to see and hear in a normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood.