

TOWN OF BROWNVILLE

JOB DESCRIPTION

Position Title: Animal Control Officer

FLSA: Non-Exempt

Department: Public Safety

Classification: On-Call

Reports to: Town Manager

Revised: November 2022

POSITION SUMMARY

- ✧ Responsible for animal control activities within Town, including responding to complaints, capture and transportation of stray animals, enforcement of various ordinances and State Statutes related to the regulation and control of dogs and other animals.

GENERAL RESPONSIBILITIES -ALL EMPLOYEES

- ✧ Communicates with supervisor(s), co-workers, town officials and the public in a courteous and positive manner.
- ✧ Adheres to the policies set forth in the Employee Handbook
- ✧ Arrives on time and prepared for the work day
- ✧ Maintains a clean and organized workspace (including all buildings and vehicles).
- ✧ Demonstrates cooperation and adaptability while interacting with all team members
- ✧ Is approachable and responsive to ideas and feedback
- ✧ Actively contributes as a team member when completing tasks, projects or meeting goals
- ✧ Able to work independently with minimal direction
- ✧ Interacts professionally with other agencies, departments, municipalities, vendors and customers
- ✧ Reports all injuries and accidents immediately to his/her supervisor and/or the Town Manager

POSITION SPECIFIC DUTIES & RESPONSIBILITIES

- ✧ Investigates complaints concerning the regulation, licensing and control of dogs and other animals.
- ✧ Determines if any State laws or municipal ordinances have been violated and takes appropriate action such as catching, confining or quarantining dogs or other animals.
- ✧ Responds to complaints about loose or stray animals, and attempts to collect them.
- ✧ Issues warnings, or citations, to animal owners, follows up as necessary for compliance, and appears as a witness in District Court as necessary.

- ✧ Delivers captured animals to the designated/contracted animal shelter.
- ✧ Rescues, or aids in the rescue of trapped, wounded, sick or injured animals.
- ✧ Maintains all necessary reports and records on incidents involving stray or wild animals.
- ✧ Conducts public education sessions as may be required.
- ✧ Performs related work as may be required.

DESIRED EDUCATION & EXPERIENCE

- ✧ A minimum of a High School Diploma or equivalent experience and education.
- ✧ A thorough knowledge of municipal animal regulations, State Certified ACO.
- ✧ Broad knowledge of animal handling techniques and the geography of the Town.
- ✧ Good oral communication skills, with the ability to enforce regulations firmly, tactfully and impartially.

REQUIREMENTS

- ✧ Valid State of Maine Class C motor vehicle operator’s license; for transporting animals to the appropriate facility or facilities.
- ✧ Must possess physical strength and agility sufficient for performing job duties.
- ✧ Ability to walk uneven terrain and lift to a maximum of 50 lbs.

ACKNOWLEDGEMENT

I have reviewed the above job description and understand the duties and responsibilities assigned to me. I am able to perform the essential functions as outlined, and I have discussed any questions I may have about this job description, with a supervisor, prior to signing this form. I understand I may ask for a copy of my signed job description at any time.

Dated _____

Employee’s Signature

Printed Name

Initials _____