

ANIMAL CONTROL OFFICER JOB DESCRIPTION

NATURE OF WORK

Performs a variety of routine and complex enforcement, prevention and public safety work relating to the Town's animal control ordinances. The "ACO" is responsible for all issues relating to domestic animals within the Town of Lincoln, and in some cases, dead wild animals. Issues relating to wild animals will generally be handled in cooperation with the Maine Warden Service.

SUPERVISION EXERCISED

Works under the general supervision of the Public Safety Director. May be required to supervise the activities of the Alternate ACO, when both are working simultaneously. The Animal Control Officer works for the Town of Lincoln, and as such, is not directly affiliated with the Penobscot Valley Humane Society.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The ACO is in a unique position in that he/she must seek to promote a good working relationship with the public, the Humane Society, Town employees, the Police Department, veterinarians, State Agents, and other designated agencies. Seeks means with which to educate the public in order to foster awareness of ordinances regarding animal control and humane treatment of animals; works closely with the media, public interests groups and businesses to promote improved care and control of animals.

Always identifies himself/herself when handling a complaint or on patrol. Locates stray animals and promptly captures animals and transports them to an animal shelter. Responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage or injuries. Removes dead, injured or dangerous (when qualified) animals from streets, residential and commercial premises.

Investigates violations of animal control ordinances and issues warnings or citations as required; prepares reports for and appears in court to testify regarding animal control cases. As a general rule, warnings will be issued before summoning, as discretion dictates.

Where dog tags are available, the ACO contacts owners before impounding or disposing of a dog (reasonable effort). When impounding animals at the humane society, the ACO will take care to follow all shelter rules, do all necessary paperwork, prepare cages, and feed the animal. The ACO will not handle any money for fees or tags.

Works flexible hours on an "On-Call" basis or as need dictates. Exercises judgment in deciding course of action to be taken; expected to handle difficult and emergency situations without assistance in some cases. Prepares a comprehensive report on all calls and incidents handled.

Carries out duties in conformance with State Law and Town ordinances.

TOWN OF LINCOLN, MAINE JOB DESCRIPTIONS

Maintains contact with the Public Safety Director and other police personnel to coordinate investigative activities.

Requests and maintains necessary equipment and supplies. Attends training sessions as necessary with approval of the Public Safety Director and Town Manager.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or equivalent.
- (B) Completion of State ACO training and certification.
- (C) Prior ACO experience or an equivalent combination of related training and experience.

Necessary knowledge, skills and abilities:

- (A) Ability to learn applicable laws, ordinances, and department rules and Regulations.
- (B) Ability to communicate effectively in writing and orally.
- (C) Ability to establish and maintain effective working relationships with co-workers, peers, supervisors and the public.
- (D) Ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions.

SPECIAL REQUIREMENTS

- (A) Must possess a valid Driver’s license
- (B) Must have reliable transportation, suitable for the transport of animals.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software, calculator, copy and fax machine, phone, portable radio and specialized ACO equipment, such as nooses and live capture cages.

PHYSICAL DEMANDS

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 essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid

TOWN OF LINCOLN, MAINE JOB DESCRIPTIONS

conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is moderately loud in field settings, and moderately quiet in office settings.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

MISCELLANEOUS

The duties listed above 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.

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