

POSITION DESCRIPTION TOWN OF GRAY MAINE

POSITION TITLE: ANIMAL CONTROL OFFICER
CLASSIFICATION: PER DIEM

DATE REVISED: 5/16/16; 6/25/20; 7/13/21

Narrative: This is primary field work enforcing municipal and State ordinances relating to the regulation and control of dogs and other animals. Employee 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 and assisting the officers of the department as needed.

Work is carried out in accordance with established rules and procedures as set forth by the most current State of Maine Animal Welfare Laws and Regulations.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Investigates complaints concerning the regulation, licensing, and control of dogs and other animals.
- Handles calls coming through dispatch by phoning in when going to and clearing a location.
- Determines if any State laws or municipal ordinances have been violated, and takes appropriate action such as catching, confining, or quarantining dogs or other domestic animals. Wild animals are to be dealt with by Maine Fish and Wildlife.
- Responds to complaints about loose or stray animals, and attempts to collect them as appropriate.
- Issues warnings or citations to animal owners and appears as a witness in district court, as necessary. Provides copies of all VSACs to Supervisor.
- Delivers captured domestic animals to the contracted animal shelter.
- Rescues or aids in the rescue of trapped, wounded, sick, or injured animals as appropriate.
- Maintains all necessary reports and records on incidents involving stray or wild animals by interfacing with the Cumberland County Regional Communications Center (CCRCC).
- Calls for service will be communicated to the ACO via CCRCC by phone. A call for service will be generated by CCRCC in their CAD (Computer Aided Dispatch software). The ACO is expected to add notes to the CAD entry regarding the disposition of the call. Training will be provided for this procedure.
- Conducts public education sessions as may be required.
- Performs related work as may be required.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

- A high school diploma or GED required.
- Considerable experience in handling domestic animals.
- Knowledge of the principles, practices, and equipment used in animal handling.
- Knowledge of the geography of the Town of Gray.
- Knowledge of the applicable State Laws and Town Ordinances.
- Ability to acquire working knowledge of applicable court procedures.

- 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.

Certifications & Licenses

- Must show proof of insurance and valid registration on vehicle that will be utilized for animal control work.
- Must possess a valid motor vehicle operator's license.
- Must be able to obtain state certification for animal control officer within six months of hire.

Physical Requirements/Other

- Must utilize own vehicle and will be reimbursed mileage at the current Federal rate.
- Must possess physical strength and agility sufficient for performing job duties and as detailed below:

Shift Length	<input type="checkbox"/> <8 hrs	<input type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input checked="" type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call	
<input type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input type="checkbox"/> Evening		<input checked="" type="checkbox"/> Rotating	
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift	
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly	
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
>100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Typical distance carried: <input checked="" type="checkbox"/> within area <input checked="" type="checkbox"/> between areas <input checked="" type="checkbox"/> throughout facility	Unknown for all	Unknown for all	Unknown for all	Unknown for all	Unknown for all	
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly	
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DEFINITION KEY	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr/wk	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:					
<input checked="" type="checkbox"/> see		<input checked="" type="checkbox"/> hear		<input type="checkbox"/> distinguish color	
<input type="checkbox"/> work in diminished lighting		<input checked="" type="checkbox"/> make critical decisions		<input type="checkbox"/> perform in fast-paced environment	
<input checked="" type="checkbox"/> speak		<input type="checkbox"/> work at a set pace/rate		<input checked="" type="checkbox"/> remember accurately	
<input type="checkbox"/> work under deadlines		<input type="checkbox"/> perform multiple tasks		<input checked="" type="checkbox"/> work independently	
<input checked="" type="checkbox"/> understand verbal instructions		<input checked="" type="checkbox"/> understand written instructions			
<input type="checkbox"/> other:					

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____