

# ANIMAL CONTROL OFFICER

## *Town of Whitingham*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Department: Animal Control  
FLSA Status: Non-Exempt  
Part Time / Contract Rate  
Reports to: Selectboard

### **OBJECTIVE / PURPOSE:**

The Animal Control Officer performs general/specialized work associated with providing effective and efficient animal control and protecting the health and welfare of citizens and animals. It is the Animal Control Officer's duty to enforce the Town of Whitingham Domestic Pet/Animal Control Ordinance.

### **DUTIES AND RESPONSIBILITIES:**

Address all calls related to animal control issues such as potential animal abuse, animal bites, stray/nuisance animals, wild/dangerous animals and injured/dead animals in the Town of Whitingham in accordance with the Domestic Pet / Animal Control Ordinance and the Animal Cruelty Ordinance. When appropriate will address calls in person to gather information from the complaining party(s) and the dog owner.

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned by the Selectboard.

- Capture and impound unlicensed, stray and uncontrolled animals: snare animal with net, rope or other appropriate capturing device. Cage or secure animal in appropriate vehicle; transport to impound facility; remove animal from vehicle to enclosure.
- Supply food, water, and personal care to detained animal(s). It is understood that all detained animals in the care of the Town must be cared and provided for in a manner that does not place the Town or the detained animal at risk.
- Investigate complaints of animal bite and/or harassment cases.
- As appropriate, under the approval of the Selectboard, arrange for euthanizing rabid animals as recommended by a licensed Veterinarian. Animal Control Officer will obtain written recommendation from Veterinarian of record and provide a copy to Selectboard.
- Examine dog licenses for validity and issue warnings or summonses to delinquent owners through the Office of the Town Clerk of Whitingham.
- Provide information to Humane Society regarding unclaimed animals. Humane Society will attempt to secure appropriate homes for these strays.

- May examine captured animals for injuries and deliver injured animals to Veterinarian for medical treatment. Secure paperwork relating to cost of medical treatment and provide this paperwork to the Selectboard Office.
- Maintain files on number of animals impounded, care provided and disposition of animal in each instance. Provide reports to Selectboard as incidents occur.
- Enforce regulations concerning treatment of domestic animals, where maltreatment has been observed and/or reported.
- Organize and prioritize complaints; coordinate with the Town Clerk for verification of vaccinations, licensing of animals and distribution of licenses.
- Attempt to keep the peace between complainants and animal owners; issue warnings and citations for violations of animal control laws and advise owners of their responsibilities; follow up as necessary.
- Arrange quarantines with owners of animals for rabies observations; officially release animals from quarantine after appropriate detainment and no rabies have been found. If rabies has been found may be asked to decapitate and ship specimens to the state lab for rabies testing as necessary.
- May be asked to accompany owners visiting quarantined pets.
- Monitor quarantined animals as required.
- Investigate, collect evidence, establish files and compile animal control related cases, prepare for, attend and testify in courtroom hearings and judicial proceedings as necessary.
- May be asked to educate the public on responsibility of pet ownership, animal care techniques and procedures, laws and pet adoption.
- Process impounded animals, direct owners to Town Clerk for collection of fees, identifies color, sex, breed of animals, documents tag and/or scans animals for identification chips; places identification band on animal and cage card on cage; houses animals in kennel.
- Coordinates with Fish and Game on related animal enforcement issues including dog deer chasing complaints.
- Assist with looking for and reclaiming lost pets.
- Pick up and process deceased animals from public ways (roads, parks, fields, etc.); sedate aggressive animals in accordance with town policy.
- Respond to questions, complaints and requests for information/assistance from visitors, veterinarian personnel, the general public, employees, supervisors or other individuals.
- Assist law enforcement and fire personnel in emergency situations including fire and emergency evacuations; perform traffic control while attending injured animals; assist with evictions and injured/deceased humans involving animals.
- Document all activity conducted in assigned position; take photographs as necessary.
- Attend meetings, seminars, workshops, and training sessions as appropriate; maintain a comprehensive, current knowledge and awareness of animal care and maintenance, zoonotic diseases, animal characteristic behavior and applicable laws/regulations.
- Prepare and/or receive a variety of forms, logs, requests, records, reports, correspondence and other documents associated with daily responsibilities of this position; review, complete, process, approve, forward, maintain and/or take other action as appropriate; prepare and maintain files and records.

- Utilize and maintain various equipment and tools associated with animal control activities which may include a catch pole, traps, nets, snake tongs, and chemical capture devices; sets, re-sets and monitor animal traps.
- Regarding wild or partially domesticated wild animals, ACO shall defer, where possible to a Vermont State Game Warden. When response time is critical, ACO shall act prudently.
- When a question arises as to whether the Whitingham ACO should be involved the ACO shall clear his/her involvement with at least one member of the Selectboard or the Selectboard Administrator prior to engagement.
- Whitingham ACO does not engage in circumstances that are deemed to be law enforcement in nature, beyond those set forth in the Domestic Pet / Animal Control Ordinance. ACO does not place him/herself at risk of life or limb in any circumstance related to enforcing the Domestic Pet / Animal Control Ordinance or the Animal Cruelty Ordinance for the Town of Whitingham.
- Perform other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must possess and maintain a valid driver's license.
- Must be sensitive to issues and personalities.
- Must understand state and local laws.
- Must have ability to balance common sense with an appropriate level of authority.
- Must have ability to determine, calculate, and summarize data or information.
- Must have ability to follow up on situations.

### **EDUCATION OR FORMAL TRAINING:**

- High school diploma or GED
- One year of experience in handling animals, wildlife control or animal control enforcement or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job is ideal but not required.
- Must attend Animal Control Officer training seminars as directed by the Selectboard.

### **TOOLS / TECHNOLOGY:**

- Must be able to safely operate tools and traps used in the position of ACO.

### **PHYSICAL AND MENTAL DEMANDS:**

- Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
- May involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- Some tasks may require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals.
- Requires the ability to communicate orally and by written report.

**WORK ENVIRONMENT / CONDITIONS:**

- Duties are primarily outdoors and require the ability to endure exposure to extreme weather conditions for periods of time.
- Duties entail intrinsic exposure to roadside danger.
- Duties may require exposure to dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, bites, disease, pathogenic substances or rude/irate residents.

**TERMS OF EMPLOYMENT:**

1. Part-time, contract/hourly position.
2. Mileage reimbursed at Federal allowance rate.
3. No benefits
4. The wages for this position is commensurate with experience and set by the Selectboard.
5. The Town of Whitingham is an Equal Employment Opportunity employer.

**DISCLAIMERS:**

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

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**I have received and understand the requirements, essential functions, and duties of this position:**

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**Employee Signature**

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**Date**