

Duties:

Under the supervision of the Police Chief/designee in charge of support services, the Animal Control Officer performs a variety of animal control duties.

Respond to the complaints and concerns of the public with regard to animal disturbances; enforce Town By-Laws and state statutes relating to animal control; patrol streets for stray or injured animals; provide first aid and rescue operations for injured animals; remove deceased animals from public ways; and respond to telephone and radio requests for emergency animal assistance.

Write and mail leash law violation citations; serve court summons, appear in court on behalf of the Town; appear before the Board of Selectmen for dog removal hearings; maintain log of calls; establish and maintain records and reports; assist Town Clerk in dog licensing program; participate in rabies clinics; and provide rabies control activities, as required.

Provide information to the public regarding the proper way to raise and treat animals, as well as what to do about wild animals, and write and publish informational articles, such as for rabies control and other animal related diseases for problems.

Serve as Animal Inspector, responsible for the annual inspection of premises on which there are domestic animals including but not limited to the following: conduct annual visits to facilities on which there are cattle (dairy and beef), swine, goats, sheep and horses, as well as poultry, mink, foxes, donkeys, mules, deer, buffalo, llamas, ostriches and other animals which are currently being raised and/or maintained in Needham; inspect the premises as to general cleanliness, light, ventilation, and water supply; inspect the animals themselves as to general physical condition and cleanliness; and report findings to the Director of Public Health who will issue annual Domestic Animal Permits.

As Animal Inspector, issue animal disease quarantines in the case of a report of disease or animal bite; issue and distribute quarantine notices; investigate all reported cases of injury by the biting or scratching of dogs or other animals; prepare written logs and reports; provide advice and assistance to the public; and provide annual report to the Director of Public Health.

Interact with other Town departments, state and community agencies relating to animals; perform other animal control functions.

Performs other duties as required.

Basic Knowledge: The position requires knowledge equivalent to two years of college level study in the area of animal control or veterinary technician training.

Experience:

The position requires one to three years animal control and related experience; incumbent must be available 24 hours per day to respond to emergencies and eligible to be licensed to carry a firearm.

Independent Action:

Incumbent functions independently within broad animal control statutes, referring specific problems such as budget overruns, serious disputes between citizens, and recommendations for court action, to supervision for clarification of policies and procedures.

Supervisory Responsibility:

None.

Physical and Environmental Standards:

- Frequent and extended periods of outside work, subject to all weather conditions and extremes.
- Continuous walking, standing, climbing; frequent periods requiring sustained uncomfortable physical positions.
- Regular and sustained periods of strenuous physical exertion, requiring stability to lift, carry and position heavy objects utilizing proper mechanics and techniques.