

BULLETIN IN ACCORDANCE WITH SECTION 18, CHAPTER 31, MASSACHUSETTS GENERAL LAWS
UNIT "D" Position

TITLE: ANIMAL CONTROL OFFICER
POLICE DEPARTMENT – ANIMAL CONTROL OFFICE

SALARY: \$921.68 PER WEEK

LAST DAY FOR APPLYING:

DUTIES:

Employee is responsible for enforcement of State and local laws and regulations related to Animal Control for the City of Somerville; and oversees the care and control of domestic animals and, in some instances, wildlife. Employee is required to perform all similar or related duties. Patrols the roads and ways of the city of Somerville, catching any stray dogs. Returns stray dogs to their owners (if known) or impounds until the owner claims the dog. Issues appropriate citations and fines for violations of state and local laws or regulations related to the care and control of animals. Prepares and files complaints with the District court for unpaid citations. Investigates complaints from the public regarding dog bite incidents and dangerous or aggressive dogs, loose dogs, cruelty or neglect of animals, nuisance or barking dogs; responds to each complaint according to the merit of the situation. Responds to injured domestic animal reports, transporting the animal to the appropriate veterinary facility and locating the owner of the injured animal when possible. Responds when needed to reports of injured wildlife and transports sick or injured wildlife when needed to an appropriate wildlife facility. Responds to reports of domestic or wild animals in distress/trapped in unusual places and rescues the animal, returning the animal to the owner, releasing back to the wild, or transporting the animal for further care. Captures and controls livestock and exotic animals that have escaped their property. Assists other agencies (Police, Fire and Rescue) in rescuing, removing, controlling animals involved in emergency situations such as human medical emergencies, fires, accidents, and warrant searches. Prepares and presents dangerous or nuisance dog hearings for the Board of Selectmen, recommending solutions and sanctions for violations. Monitors and enforces the Selectmen's orders. Inspects stables annually or as needed; takes livestock census annually and reports to State Bureau of Animal Health. Places order of quarantine on domestic animals suspected of having infectious diseases and enforces quarantine. Prepares suspected rabid animals for testing and ensures transport to State laboratory for testing. Enforces the state and local dog licensing law, contacting unlicensed dog owners and issuing fines when appropriate. Creates emergency response plans for pet owners coordinates with other authorities on evacuation centers and pet friendly shelters. Informs the public about emergency planning for pets in Somerville. Educates the public on responsible pet ownership and the laws regarding animals in Somerville; educates children and parents about animal safety. Maintains and updates records, database, and files of information for the department. Performs other duties as assigned by the Police Chief.

QUALIFICATIONS:

Employee must obtain ACO certification, NIMS within one- (1) year of appointment, certification and training for disaster response, Firearms Identification Card (FID) in order to carry OC spray, and have a valid driver's license.

Position requires a high school diploma or equivalent, and at least 3 years of experience in animal care and control; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

State and local laws and by-laws pertaining to animal control, animal husbandry practices and procedures, animal first aid, geographical layout of the city.

Ability to interact effectively and appropriately with the public and other personnel, create accurate and detailed reports of findings, deal with irate customers, and maintain confidential information.

BIDS SHOULD BE FORWARDED TO THE PERSONNEL OFFICE AT CITY HALL
93 HIGHLAND AVENUE, SOMERVILLE MA 02143