

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

TITLE: ANIMAL CONTROL OFFICER
POLICE DEPARTMENT – ANIMAL CONTROL OFFICE
Thursday – Monday 12:00 PM – 8:00 PM

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 and cats. Returns stray dogs and cats to their owners (if known) or impounds until the owner claims the domestic animal. 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 and cats, 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, and controlling animals involved in emergency situations such as human medical emergencies, fires, accidents, and warrant searches. Prepares and presents dangerous or nuisance animal hearings for the City Council, recommending solutions and sanctions for violations. Monitors and enforces the City Council'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 State of Massachusetts required ACO certification (currently known as the MA Animal Fund Animal Control Institute's Core Competencies Certification) and FEMA National Incident Management System (NIMS) certification and training for disaster response within one (1) year of appointment, 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.

Knowledge of 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.

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

TITLE: ANIMAL CONTROL OFFICER
POLICE DEPARTMENT – ANIMAL CONTROL OFFICE
Thursday – Monday 12:00 PM – 8:00 PM

SALARY: \$921.68 PER WEEK

LAST DAY FOR APPLYING:

WORK ENVIRONMENT

This position works in indoor and outdoor environmental conditions, including wet, hot and cold, and exposure to dust and air contaminants. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Work requires some agility and physical strength, such as moving in or about urban sites or over rough terrain, lifting heavy objects and carrying them or standing or walking most of the work period. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self, animals or other people.

PHYSICAL AND MENTAL REQUIREMENTS:

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 position's essential functions.

Physical Demand

Moderate physical demands are required to perform the work. While performing the duties of the job, the employee is frequently required to walk, stand, sit, talk, and hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee is also required to use feet, ankles, legs, hands and arms to operate necessary equipment. Must be able to perform light to moderate physical work with prolonged standing and walking for extended periods of time, walking over rough or uneven surfaces, stretching, bending, pushing, stooping, climbing, crouching, crawling, moving, lifting, and carrying loads weighing up to 50 pounds. Work requires some agility such as moving in or over rough terrain. Occasional to frequent exposure to inclement weather conditions while performing work.

Motor Demand

While performing the duties, employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff. The position also requires balancing, pushing, pulling, grasping and feeling to complete tasks. The job requires motor skills for activities such as moving objects, operating tools of the trade and motor vehicles, interacting with animals, operating a telephone, personal computer and/or most other standard office equipment.

Visual Demand

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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