

Approval Date: 10/18/21

TOWN OF SOUTHWICK
JOB DESCRIPTION

ASSISTANT ANIMAL CONTROL OFFICER/FIELD DRIVER

SUPERVISION RECEIVED

The Assistant Animal Control Officer/Field Driver, works under the Town of Southwick Animal Control Officer and under the general supervision of the Chief of Police or their designee.

SUPERVISION EXCERCISED

The Assistant Animal Control Officer/Field Driver, supervises the shelter assistant and volunteers to the Animal Control Office.

OVERVIEW OF POSITION

The Assistant Animal Control Officer/Field Driver primarily provides support to the Animal Control Officer in managing and executing the duties of the Animal Control Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position will perform a varied number of tasks requiring considerable exercise of judgment and initiative within the guidelines established by local and state laws. The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs routine and complex public safety work in the enforcement of animal control by-laws and state statutes.
- Performs duties generally defined by procedures which may require exercise of judgment in choosing alternative methods, particularly under emergency conditions.
- Patrols streets to locate stray animals and promptly captures animals and transports them to town animal shelter and, if necessary, regional animal shelters. Rounds up loose livestock per MGL Ch. 49, Section 24 and returns them to owner's property.
- Makes and maintains frequent contact with some town departments, veterinarians, pet owners, the general public and volunteers.

- Works with humane societies, veterinarians and the general public to place unclaimed animals; provides for humane disposal of unclaimed animals as required.
- Maintains the animal shelter and cares for, feeds and houses animals being held at the animal shelter. Provides maintenance/cleaning and upkeep for the animal shelter.
- Provides supervision and guidance to volunteers.
- May transport injured animals to emergency facilities for treatment as required; may assist in locating the owner of injured animal; picks up and disposes of dead animal in conformance with state and local laws.
- Responds to and investigates complaints concerning animal problems or violations of animal control bylaws, including but not limited to animals running at large, bites, property damage or injuries; prepares a daily log of these issues.
- Maintains records and files of the animal shelter and the animals housed there; logs of incidents concerning animal control.
- Ensures the payment of invoices in a timely manner after thorough review.
- Compiles a variety of data regarding animal control data; prepares required and annual reports of activities.
- Assists the Town Clerk in maintaining current listings of licensed dogs. Prepares a list of delinquent or unlicensed dogs and places owners' names of such dogs with the District Court or other appropriate authorities.
- Investigates violations of animal control by-laws and issues warnings or citations as required; appears at hearings before Selectmen or in court to testify regarding animal control cases.
- Serves various civil notices or papers related to enforcement of animal control by-laws and state statutes.
- Provides mutual aid to neighboring communities as needed.
- Coordinates a public relations program in order to foster public awareness of laws regarding animal control and humane treatment of animals; works closely with the media, public interest groups and businesses to promote improved care and control of animals.
- Coordinates and oversees an animal adoption program for dogs and cats.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains normal availability by radio, telephone and pager for consultation on major emergencies and responses to calls.
- Carries out duties in conformance with Federal, State, County and Town by-laws and regulations.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
- Performs other duties as assigned.

EDUCATIONAL AND WORK EXPERIENCE

Required: High School diploma or GED equivalent. Must possess, or be able to obtain by time of hire, a valid Drivers License.

SPECIAL KNOWLEDGE/ABILITIES FOR POSITION

- Knowledge of law enforcement principles, procedures, techniques and equipment; working knowledge of animal restraint and care techniques.
- Some skill in operating the tools and equipment listed below.
- Ability to learn the applicable laws, by-laws, and department rules and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow verbal and written instructions.
- Ability to learn the Town's geography.
- Knowledge of bookkeeping, general office procedures and processing of vendor bills.

TOOLS AND EQUIPMENT USED

Patrol vehicle, animal capture equipment, radio, pager, first aid equipment, personal computer and kennel cleaning equipment.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS

While performing the duties of this job, the employee frequently works in outside weather conditions with exposure to variable and occasional unpleasant weather conditions. Employee works with and around animals regularly. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.