

**TOWN OF WINDSOR**  
**JOB DESCRIPTION**  
**ANIMAL CONTROL OFFICER**

***Nature of Work***

The Animal Control Officer (ACO) is responsible for performing routine and complex public safety work in the enforcement of animal control laws, rules, regulations and ordinances. Performance is under the general supervision of the Town Manager and Board of Selectmen, with considerable independent judgment and discretion in accordance with applicable laws and ordinances. Work is reviewed through reports, discussions and results achieved.

***Examples of Work***

- ✓ Responds and investigates complaints concerning animal problems or violations and ensures that the laws established in 7 MRSA chapters 719, 720, 721, 725, 729, 739, & 741 and municipal ordinances are enforced. Problems and violations would include but are not limited to uncontrolled animals, damage done by animals, cruelty to animals and animals that are sick, injured, or abandoned.
- ✓ Ensures dogs six months or older are currently licensed with the municipality.
- ✓ Inspects kennels in accordance to “Maine’s Rules Setting Minimum Standards for: Pet Shops, Shelters, Kennels and Boarding Kennels”.
- ✓ Responds to reports of an animal suspected of having rabies and ensures that the procedures established in 22 MRSA §1313 and 1313-A and “Rules Governing Rabies Management” are carried out.
- ✓ Issues warnings or summons regarding animal control cases as required by state laws, rules and regulations and municipal ordinances.
- ✓ Appears in court to testify regarding animal cases.
- ✓ Prepares monthly and annual reports of activities. Compiles a variety of data regarding animal control.
- ✓ Removes dead animals from roads.
- ✓ Works closely with the media, public interest groups, schools and businesses to promote public awareness of state laws, rules and regulations and municipal ordinances regarding rabies, animal control, and humane treatment of animals.
- ✓ Works using own judgment in deciding course of action, expected to handle difficult and emergency situations and requesting assistance when necessary.
- ✓ Qualified to use a weapon for dispatching animals in accordance with state rules and regulations and municipal ordinances.
- ✓ Maintains normal availability by radio, pager or telephone for consultation or emergencies.
- ✓ Transports stray animals to the contracted animal shelter.

***Requirements of Work***

- ✓ High school diploma or GED equivalent.
- ✓ Some 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 state laws, rules and regulations, and municipal ordinances.

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- ✓ 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 municipality's geography.
- ✓ Ability to report to the Town Manager with written reports on a bi-weekly/monthly basis and attend a Select Board's meeting at least once a month.

#### ***Special Requirements***

- ✓ Must possess, or be able to obtain at time of hire, a valid State clean Driver's License.
- ✓ Must be a certified animal control officer by the Maine Department of Agriculture within six months of appointment.

#### ***Tools and Equipment Used***

- ✓ Animal capture equipment, police radio, pager, and first aid equipment.

#### ***Physical Demands***

- ✓ The employee is occasionally required to climb, or balance, stoop, kneel, crouch, or crawl.
- ✓ The employee must be able to lift and/or move more than 150 pounds.
- ✓ While performing the duties of this job, the employee frequently works in outside weather conditions. The employee may work with dangerous, sick, and injured animals, in high, precarious places, and may be exposed to cold, hot, wet and/or humid conditions.

#### ***Work Environment***

- ✓ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ✓ The duties listed above 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.
- ✓ The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town of Windsor as the needs of the town and requirements of the job change.