

TOWN OF EAST LYME

Job Description

Job Title: **Assistant Animal Control Officer**
Department: Police
Reports to: Animal Control Supervisor
FLSA Status: Hourly/Non-Exempt
Pay Grade: Assistant Animal Control Officer
Prepared Date: March 2019
Approved by: Chief of Police
Approved Date: March 2019

CLASSIFICATION OVERVIEW

The Assistant Animal Control Officer assists and takes direction from the Animal Control Officer and is under the direction of the Administrative Sergeant . The Assistant Animal Control Officer conducts animal control duties in the Town of East Lyme and its villages of Niantic and Flanders. Will receive complaints and perform investigations related to, but not limited to animal leash laws, strays, animal noise and nuisances. Enforces animal licensing laws. Has primary responsibility for public information and education on licensing regulations concerning animals residing in the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. In addition to being able to perform all duties of a lower classification, there may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

This position is responsible for the capture, impoundment, care and at times, disposal of animals that are injured, mistreated or found roaming. Participates in regular canvassing of neighborhoods to enforce registration of canines and general regulations including but not limited to leash laws, stray and barking canines. May issue summons regarding infractions of regulations. Considerable ability to establish and maintain effective and courteous working relationships with Town officials, public officials, residents, members of the general public, other departments and agencies, co-workers and volunteers. The ability to complete and submit written reports in a timely fashion.

Applies and demonstrates the appropriate department policies in the handling of animals. Maintains clean and sanitary runs in the animal shelter. Provides proper care, handling and food for all impounded animals, maintaining standards to meet state regulations and inspections. Demonstrates thorough knowledge of statutes, which pertain to animal requirements and violations. Provides for the proper disposal of animals when necessary. May be required to testify in court on related matters. Maintains records and databases of impounded animals and monetary transactions. Assists veterinarians when necessary.

The position requires working weekends and holidays for feeding and cleaning at the Animal shelter as well as being on call for after hours call outs.

QUALIFICATIONS

The skills and knowledge required to perform the essential duties of this position would usually be acquired with a four-year high school diploma. Evidence of experience in the breeding and/or handling/training/control of canines and other animals as demonstrated by two (2) years paid experience in the field. Knowledge of the nature, purpose and enforcement of laws relating to animal control is highly desirable. Strong written, oral and public communications skills are mandatory.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain a valid Motor Vehicle Operator's License.

PHYSICAL DEMANDS

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.

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, sit, kneel, walk, bend at the waist and knees, reach and stretch from the waist and shoulders and finger, handle and feel. Specific vision abilities required include close vision, distance vision, focus adjustment and the identifying of different colors. The employee may at times be required to lift up to 50 lbs. and lift/move up to 150 lbs. Manual dexterity and strength will be needed in the capture and management of animals running free or animals deemed dangerous via using a catchpole.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job.

The employee is routinely exposed to outside weather conditions in all seasons of the year. Routine exposure to high and/or precarious places may take place in the capture of animals. The noise level in the animal shelter may be moderate to loud. The employee will be asked to operate normal office equipment inclusive of computer hardware. The employee will have to at times transport animals to the veterinarian for euthanasia and transport back to the freezer locker for pickup and cremation.

The employee must be able to work harmoniously, cooperatively, and courteously with others at all times, and have mental capacity to handle stressful situations. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The ability to adapt to varying work situations and establish and maintain harmonious working relationships with others is also required.

The employee must have the ability to communicate effectively in oral expression as well as hear. The ability to write concisely, to express thoughts clearly, and to develop ideas in logical order is required. Information provided orally must be accurately recorded. The employee must have the ability to work accurately with names, numbers, colors, codes and/or symbols. Accurate records must be maintained and general report must be prepared with the ability to exercise discretion in handling confidential information.

ACCOMMODATION

The Assistant Animal Control Officer may be called on for a variety of functional duties in an emergency. Due to the nature of this work and the fact at times exposure to dangerous situations may arise where split second timing and decision making is required, an incumbent in this position must possess full mental and physical capacities.