

Town of Halifax

Animal Control Officer

GENERAL STATEMENT OF DUTIES: Enforce local and state laws concerning dogs and other animals.

SUPERVISION RECEIVED: The Animal Control Officer reports directly to and is appointed by the Board of Selectmen, however the Selectmen may, from time to time, designate the Police Chief to act as supervisor for the Animal Control Officer.

SUPERVISION EXERCISED: Assistant Animal Control Officer, when necessary

ESSENTIAL RESPONSIBILITIES:

1. Strictly enforce all applicable phases of Massachusetts General Laws, Chapter 140, Sections 136A-175 and the Town of Halifax Code, Article 1, Sections 90-1 through 90-9.
2. Attempt to ascertain through investigation or otherwise, all unlicensed dogs in the community. Assign and record fines to the owners of said dogs per statutory and procedural requirements.
3. Whenever necessary, prepare necessary documentation, file complaints at Plymouth District Court for non-payment of citations and attend all scheduled court hearings pertaining to these complaints.
4. Whenever necessary, prepare all documentation needed for presentation at hearings held by the Board of Selectmen and attend such hearings.
5. Impound animals and/or cite with a violation, all owners of dogs found to be in violation of the Town of Halifax's "Leash Law" (Code Chapter 90-3, Section A).
6. Investigate and remedy full all animal complaints, including dog bites, and file reports in the in-house record keeping system according to established procedure, as necessary.
7. Assist as requested, the Massachusetts Cruelty to Animals Division, the Massachusetts Environmental Police and all other state and local animal control agencies in conducting wildlife or animal abuse violations and investigations.

8. Provide 24-hour emergency service for removal of all healthy nuisance wildlife; and arrange for the disposal or removal of deceased, injured or sick animals or wildlife.
9. Care for and return to their owners, lost or abandoned animals and assist in euthanizing all unclaimed animals or pets per procedure and law.
10. Transport animals to and from the Town's emergency animal shelter and the Town's regular shelter.
11. Make certain that all Animal Control facilities, vehicles, equipment and apparatus are accounted for, properly maintained, cleaned and sanitized after each use.
12. Performs all other duties and responsibilities consistent with said position as directed by lawful authority.

OTHER REQUIRED RESPONSIBILITIES:

Other duties as necessary.

QUALIFICATIONS AND SKILLS:

Ability to work with public safety officials and other town government employees.

Ability to deal tactfully with animal owners and complainants.

Ability to write coherent incident reports and to make cogent oral reports to the Police Chief and the Board of Selectmen and to participate in public hearings with the Board of Selectmen and in court.

Ability to handle expected and unexpected emergencies. Strong realization that small town government requires flexibility in what is entailed in the position.

Experience with /Windows software and computers in general, preferred.

Driver's license.

Ability to run over uneven ground, corral, capture and pick up dogs and other animals weighing 25 pounds or more. Ability to clean and maintain emergency animal shelter, animal control equipment and apparatus.

EXPERIENCE AND TRAINING:

Previous experience in working with animals, especially dogs, is helpful. Previous work in public safety is helpful. Previous experience in municipal government is helpful.

WORKING CONDITIONS

Because much of the work is “incident driven”, while most hours will be during the weekdays during normal business hours, the work will entail hours during weekends, evenings (including hearings before the Board of Selectmen) and nights. Some of the work is outside (chasing and capturing animals) in all types of weather and light conditions and over various terrain. There is the risk of physical injury from these conditions along with dealing with the animals, owners and complainants.

This list of essential job functions, qualifications and skills is not exhaustive and may be supplemented at any time.