JOB DESCRIPTION

Town of Hopkinton

PART-TIME ANIMAL CONTROL OFFICER

GENERAL SUMMARY:

Under the general supervision of the Chief of Police and the full-time Animal Control Officer, the Part-time Animal Control Officer enforces the Town animal control ordinances and regulations.

ESSENTIAL FUNCTIONS:

1. Enforce and apply ordinances and regulations of the Hopkinton Municipal Code pertaining to animal control;

2. Chase, apprehend, impound, and transport domestic and farm animals that are stray, injured, or diseased;

3. Give verbal warnings, written warnings, and citations to animal owners and animal handlers who have violated ordinances and regulations related to animal control;

4. Establish quarantines, per State rabies protocol;

5. Perform first aid on injured animals by applying splints, tourniquets, blankets, muzzles, and other related medical supplies and equipment;

6. Pick up dead animals found on public streets and highways, and dispose of animal carcasses by burial;

7. Perform kennel duties such as: handling, feeding, cleaning, providing care, and maintaining sanitary conditions of kennels;

8. Contact patrol officers to provide support in animal control investigations, and summons violators of animal control laws, ordinances and regulations;

9. Assist patrol officers and investigators by handling animals that are present at crime scenes, and assist constables by handling animals which are present during evictions; and

10. Perform other related duties, as assigned.
OTHER FUNCTIONS:

1. Possess a thorough knowledge of ordinances and regulations of the Hopkinton Municipal Code pertaining to animal control. Knowledge of State laws pertaining to animal control and animal cruelty, criminal and civil matters pertaining to animal control;

2. Impound animals in a safe and humane manner;

3. Possess the ability to capture, impound, move, feed and handle animals without causing harm or injury to the animal;

4. Clean and maintain kennels using the appropriate cleaning supplies, equipment, and chemicals;

5. Detect symptoms of animal diseases;

6. Follow safety procedures in controlling and handling animals;

7. Maintain accurate records and logs;

8. Communicate effectively verbally and in writing;

9. Work independently and use proper judgment in carrying out the duties of an Animal Control Officer;

10. Establish and maintain effective working relationships with those contacted in the course of work;

11. Remain calm during stressful and highly charged emotional situations involving animals, animal owners, victims, and witnesses;

12. Deal effectively with persons who are hostile or angry; and

13. Operate a two-way radio, animal control service vehicle, catch poles, computers, and modern office equipment.

JOB QUALIFICATIONS:

1. Must possess a high school diploma or GED equivalent issued by a State Department of Education at the time of appointment;

2. Must possess an active operator's license;

3. Previous work experience must have included contact with the public; and

4. Vaccination for rabies required.
WORKING CONDITIONS:

1. The primary work setting involves operating the Town’s Animal Shelter;

2. Operating an animal service vehicle and working at the scene of animal control situations;

3. Exposure to loud noises, unpleasant sights, sounds and odors when handling animals that are stray, injured, diseased, and dangerous;

4. Exposure to animal carcasses;

5. Mobility sufficient to bend, stoop, climb, and run as necessary in the performance of duties and to move around in the field and areas of the Town’s animal shelter;

6. Strength sufficient to capture and impound animals, lift and handle animals of different sizes, lift bags of food weighing up to fifty pounds, and perform cleaning functions, and endurance sufficient to maintain efficiency on the job; and

7. Must be able to work in all types of weather conditions.

WAGE, HOURS AND BENEFITS:

This is a part-time non-union position without benefits.