

TOWN OF WILLINGTON
MUNICIPAL ANIMAL CONTROL OFFICER

Summary of Position:

Employee is responsible for enforcement of State and local laws and regulations related to Animal Control for the Town of Willington.

Employee is required to perform all similar or related duties.

Supervision Received:

Supervised by First Selectman.

Supervision Exercised:

Employee is not responsible for the supervision of any Town employees.

Examples of Duties:

The examples of duties are intended only as illustrations of the various type 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.

1. Patrols the roads and ways of the Town of Willington, catching or restraining any stray dogs. Returns stray dogs to their owners (if known) or impounds until the owner claims the dog. Issues appropriate citations and fines for violations of state and local laws or regulations related to the care and control of animals.
2. Investigates complaints from the public regarding dog bite incidents and dangerous or aggressive dogs, loose dogs, cruelty or neglect of animals, nuisance or barking dogs; responds to each complaint according to the merit of the situation.
3. Responds to injured domestic animal reports, transporting the animal to the appropriate veterinary facility and locating the owner of the injured animal when possible.
4. Responds to reports of domestic or wild animals in distress/trapped in unusual places and rescues the animal, returning the animal to the owner, releasing back to the wild, or transporting the animal for further care.
5. Maintains the Town animal shelter and cares for the animals at the shelter.
6. Assists other agencies (Police, Fire and Rescue) in rescuing, removing, controlling animals involved in emergency situations such as human medical emergencies, fires, accidents and warrant searches.
7. Prepares and presents documentation for cases regarding dangerous or nuisance dog hearings before a County Judge or the State Department of Agriculture, recommending solutions and sanctions for violation orders to restrain, quarantine or dispose of animals. Monitors and enforces the Department's orders.

8. Places order of quarantine on domestic animals suspected of having infectious diseases and enforces quarantine. Prepares suspected rabid animals for testing and ensures transport to State laboratory for testing.
9. Enforces the State and local dog licensing law, contacting unlicensed dog owners and issuing fines when appropriate.
10. Educates the public on responsible pet ownership and the laws regarding animals.
11. Maintains and updates department records, database for the department and monthly submittals to the State.

Recommended Minimum Qualifications

Education and Experience:

Position requires a high school diploma or equivalent, and one (1) year of experience in animal care and control; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

- A valid motor vehicle driver's license
Incumbent might be required to carry a shotgun and other defense weapons including chemical weapons and will be required to obtain training and maintain proper certification for such weapons.
- Certification by the National Animal Control Association within one (1) year of appointment.
- Certification in the use of fire arms, tactical baton and pepper spray to restrain animals.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of state and local laws pertaining to animal control, animal husbandry practices and procedures, animal first aid, geographical layout of the town. Must have knowledge of the street layout and geography of the Town. Knowledge of various breeds of cats, dogs and wildlife found in Town.

Abilities: Ability to interact effectively and appropriately with the public and other town personnel, create accurate and detailed reports of findings, deal with disgruntled members of the public, and maintain confidential information. Ability to restrain and capture aggressive dogs under adverse weather and/or life threatening circumstances. Ability to enforce laws and regulations in a direct and impartial manner. Ability to manage multiple tasks in a timely, prioritized, detailed and organized manner to ensure effective service. Ability to use equipment including fire arms to restrain aggressive animals in a safe and humane manner. Ability to enforce rules and laws in an impartial manner.

Skills: Care and control of animals, making observations and recording information. Effective mediation skills to deescalate emotional situations with animal owners and other citizens.

Physical and Mental Requirements

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. The employee is required to lift, push, pull, and carry equipment or animals on a regular basis. There may be need to stretch and reach to retrieve materials. The work will require at times extended physical effort over a significant portion of the work day.

Motor Skills: Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to use equipment to restrain or capture aggressive animals.

Visual Skills: Position requires the employee to routinely read documents, and reports for understanding as well as the ability to routinely distinguish different colors.