

**Town of Durham, Maine
Job Description**

TITLE: Animal Control Officer

Work Schedule: Part-Time

Pay Range: Stipend

FLSA: Exempt

Revised/Approved: Nov. 15, 2016
By Durham Board of Selectmen

Nature of Work:

An Animal Control Officer is responsible for the regulation and control of dogs and other animals.

Work includes the enforcement of all animal welfare laws. Work involves contact with the general public in a variety of circumstances, and is performed under the general direction of the Town Administrator and the Board of Selectmen. Work is carried out in accordance with established rules and procedures.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

- Investigates complaints concerning the regulation, licensing and control of dogs and other animals.
- Determines if any State laws or municipal ordinances have been violated and takes appropriate action such as catching, confining or quarantining dogs or other animals.
- Responds to complaints about loose or stray animals, and attempts to collect them.
- Issues warnings, or citations, to animal owners and appears as a witness in District Court as necessary.
- Delivers captured animals to the Animal Hospital.
- Rescues, or aids in the rescue of trapped, wounded, sick or injured animals.
- Maintains all necessary reports and records on incidents involving stray or wild animals.
- Submits quarterly reports to the Town Administrator by the last day of the month following the quarter end; January 31st, April 30th, July 31st and October 31st.
- Attends Select Board meetings as required.

- Performs related work as may be required.

Requirements of Work:

- Knowledge of the principles, practices and equipment used in animal handling.
- Knowledge of the geography of the Town.
- Knowledge of the applicable State laws and Town ordinances.
- Ability to acquire working knowledge of applicable court procedures.
- Ability to prepare and maintain records and reports.
- Ability to deal courteously, but firmly, with the general public.
- Ability to communicate well, both orally and in writing.
- Skill in the handling of animals, both domestic and wild.

Training and Experience Required:

Graduation from an accredited high school or equivalent; experience in handling animals.

Necessary Special Requirements:

Employee is required to have a valid driver's license and their own car available for transporting animals. Must possess physical strength and agility sufficient for performing job duties.

Must be certified by the State as an Animal Control Officer or be available to complete training within six months of hire.

REPORTS TO:
Board of Selectmen

SUPERVISES:
None
