

Town of New Hampstead NH

POSITION: Animal Control Officer

FLSA STATUS: Non-Exempt

LABOR GRADE: 3

DEPARTMENT: Police

REPORTS TO: Police Chief

DATE: March 2019

GENERAL SUMMARY

Enforcement of animal control laws and regulations of the State of New Hampshire and the Town of Hampstead in order to insure both proper treatment of animals by humans and to protect humans and property from vicious or dangerous animals, or nuisance conditions the animals may create.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Takes complaints regarding domestic and wild animals.
- Investigates and, if warranted, prosecutes violations of local and state laws relating to animals.
- Picks up injured and dead domestic and wild animals.
- Provides transportation for veterinary care, if necessary, and shelter for strays.
- Enforces the rabies control act, including quarantines, monitoring of animals, and transportation of rabies suspects for testing to the State Laboratory.
- Takes reports on lost animals and keeps records.
- Provides mutual aid to surrounding communities when requested.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or with significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, process or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability or acceptability of further processes or services.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; diseases, animal bites and upset and emotional members of the public and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. May exercise some supervision over contract workers.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Knowledge and level of competency commonly associated with a high school diploma.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the job, usually associated with experience and knowledge of animals, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of animal management.
- Knowledge of applicable state and local laws and ordinances.
- Skill in the use of firearms and job-related equipment.
- Ability to establish and maintain effective working relationships with public officials, state authorities, and the public.

LICENSING AND CERTIFICATION

Possession of a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.

TOOLS AND EQUIPMENT USED

Patrol vehicle, animal capture equipment, firearm, police radio, pager, first aid equipment, personal computer.

<p>External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
--