Town of Swansea
On-Call Part-time
Animal Control Officer
Job Description

Job Summary

Perform emergency animal control duties in the field for the purpose of enforcing Town of Swansea By-Laws and Massachusetts State Laws regarding the control and licensing of animals. Assist when necessary in the proper care and maintenance of animals, shelter and all related animal control equipment.

Job Duties

1. Respond to calls regarding animals on an emergency basis only.

    a. Calls to be responded to are:

        1. Animals hit by a car and still alive.
        2. Vicious or Dangerous animals.
        3. Sick or injured animals requiring care.
        4. Animals hindering traffic on main roadways.
        5. Stray animals only when in the possession of a person.
        6. Animal bites occurring at time of call.
        7. Respond to help PD, Fire and EMT

2. Complete forms, logs and prepare reports of actions taken for the purposes of documentation, legal requirements, and statistical records as dictated by policy.

3. Provide routine care of equipment and vehicle used to perform duties.

4. When required, perform shelter duties including cleaning of kennels, cat cages and routine care and exercise of animals at the shelter.

Knowledge, Abilities and Skills

- Ability to read write and speak in a competent manner.
- General knowledge of the proper techniques in the care and treatment of animals.
- Knowledge of animal collection and control methods.
- General knowledge pertaining to animal custody, quarantine and disposal.
- Ability to apprehend animals without personal injury or injury to the animal.

- Ability to work in close proximity and to have direct contact with a variety of animals for extended periods of time.
- Ability to work tactfully and effectively with the public at all times.
- Ability to prepare and maintain records and reports.
- Ability to maintain and care for animal shelter facility.

Minimum Qualifications

High School diploma or equivalent with a minimum of one-year experience working with animals and the general public or any combination of education, experience, and training as may be acceptable to the hiring authority.

Be certified or have the ability to be certified in Animal Control for the state of Massachusetts and maintain the required amount of CEU's yearly.

Valid Driver's License

Must pass a criminal background check

Strength and dexterity sufficient to capture and impound animals of different sizes, lift food bags and perform cleaning functions.

Must be able to work weekends and holidays.

Working Environment

Work involves operating an animal control vehicle, working on the scene of animal control situations and at the animal shelter. Persons will be exposed to loud noises and unpleasant sights, sounds and odors when handling animals that are stray, injured, diseased and dangerous. Persons are also exposed to animal carcasses.

Salary

The current salary is $75.00 per day. The on-call position covers from Friday at 4:00 pm through Monday morning 8:00 am. On-call ACO's are on call 24/7 and must be within a half an hour to respond to a call.