

JOB DESCRIPTION	
Job Title: Assistant Animal Control	Grade: 7
FLSA Status: Non-Exempt	EEO:
Job Classification Designation: Non-Competitive	Bargaining Unit: Non-union

Job Summary: This class is accountable for performing protective service work in the enforcement of state statutes and ordinances regulating the keeping of animals within the Town in the absence of the Animal Control Officer. Responsibilities include responding to calls and patrolling to observe animal law violations; enforcing animal control laws; and preparing and maintaining appropriate records and files.

Supervision Received: Works under the direction of the Animal Control Officer.

Supervision Exercised: May supervise or lead assigned staff.

Examples of Essential Duties:

- Answers telephone and gives advice on behavioral and other animal issues; answers questions on animal care and wildlife problems; sets up appointments for viewing, adopting and redeeming animals.
- Enforces state and local animal statutes and ordinances and issues tickets, warnings, notices and orders.
- Investigates complaints involving or related to rabid animals and takes appropriate action.
- Maintains records of activities; prepares quarantine notices for owners of diseased or suspect domestic animals; maintains daily logs; prepares Town and state reports; composes correspondence; and maintains website.
- Maintains the security and cleanliness of the pound and outside area; disinfects runs; maintains humane conditions in the pound; and feeds animals.
- Provides public education services regarding the care of animals.
- Responds to animal related complaints; stray lost/stolen, sick/injured, mistreated or vicious animals; and takes appropriate action such as impoundment, investigation or public relations/education.
- Returns impounded dogs to owners and attempts to place unclaimed animals.
- Screens potential owners to ensure proper placement and educates potential owners on proper care of animals.
- Takes animals to vet as required; gives animals prescribed medications; and euthanizes sick and overly aggressive animals.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- General knowledge of the geography of the Town.
- General knowledge of the laws, ordinances, and regulations governing the control, handling and protection of dogs and other animals and fowl.
- Ability to deal tactfully with the general public.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to recognize rabies symptoms and follow appropriate methods and procedures.
- Ability to solve problems within scope of responsibility.
- Ability to work with individuals from diverse backgrounds.
- Ability to use a fire arm to dispatch very sick/ injured or suspect rabid wildlife (raccoon size and smaller)

Minimum Qualifications: One (1) year experience working with animals and any other experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above. Incumbents in this class are required to travel. Incumbents in this class are required to possess and retain a valid Class 3 Motor Vehicle Operator's license.

Special Requirement: Incumbents in this class must reside within 30 minutes of the Animal Shelter, or be willing to do so within the first six (6) months of employment.

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving			X	
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)				X
Pushing			X		Light Work (-20 lbs.)				X
Pulling			X		Medium Work (20-50 lbs.)				X
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)		X		
Stooping			X		Environmental Conditions:				
Kneeling			X		Cold (50 degrees F or less)			X	
Crouching			X		Heat (90 degrees F or more)			X	
Crawling			X		Temperature Changes			X	
Reaching			X		Wetness			X	
Handling				X	Humidity			X	
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors			X	
Hearing				X	Exposure to Bodily Fluids (Animal)				X
Repetitive Motion				X	Exposure to Dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards	X			
Visual Acuity/Far				X	Physical Danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by Human Resources so classified.

The Town of Mansfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.