



CITY OF MELROSE

Human Resources Department

If interested please send a letter of interest and a resume by November 7, 2018 to Polina Latta, HR Manager, via platta@cityofmelrose.org

Title: Animal Control Officer/Animal Inspector (ACO/AI)
Department: Public Health
Supervisor: Director
Status: Non-Union, Level 13, CNU2
Part-time, hourly, no benefits
18 hours/week with occasional on-call hours
Minimum hourly rate is \$24.46 per hour

Summary: The Animal Control Officer/Animal Inspector, under the supervision of the Public Health Director, is responsible for the welfare of animals, and the protection of persons within the City of Melrose.

Responsibilities:

1. Patrol public ways and city property within the community in the issued vehicle.
2. Pick up stray or lost dogs and transport them to the authorized dog shelter(s).
3. Restrain and/or secure diseased, injured, dangerous or vicious animals from public ways and/or on city property for reasons of public safety.
4. Enforce the provisions of State Laws, City Ordinances and established policies related to animals and the regulations thereof.
5. Answer and respond to routine complaints, emergencies, and calls received through the Health and the Melrose Police Department. Respond sensitively and constructively to citizen complaints; provide customer service with tact, courtesy, sensitivity and discretion in all dealings with internal and external customers.
6. Investigate reports of injury and animal bites involving either humans or other animals that may result in transmission of infectious/contagious disease.
7. Quarantine and inspect animals under the provisions of M.G.L. CH. 129 (Animal Inspector) and related laws and regulations.
8. Investigate complaints of sick, diseased or injured animals other than dogs on public ways or city property.
9. Have animals euthanized under the established State and/or Local Laws.
10. Carry out investigations and inspections as directed by the Animal Inspector arising from complaints concerning the health, abuse or sanitary conditions of domestic animals.
11. Collects fees for keeping dogs and for the adoption of dogs, accounts for and deposits such receipts with the Treasurer's office
12. Maintain records
13. Collect data and produce reports as needed
14. Perform emergency preparedness work for animals
15. Respond to public health emergencies as part of the Health Department

Dimensions:

This position is both physically and mentally demanding and requires that the ACO be able to make quick decisions and exercise good judgement on the spot as defined by applicable laws. Work is performed in the field with intermittent exposure to adverse weather conditions. Position requires some on-call and holiday hours.

The Mayor appoints the ACO and the Board of Alderman approves the appointment. The Mayor annually nominates one or more candidates for the position of Animal Inspector under the provisions of M.G.L. CH 129.

Knowledge:

1. Knowledge of normal and abnormal behavior in various species of domestic and wild animals
2. Knowledge of basic computer skills
3. Knowledge of applicable state and local laws, ordinances, and regulations
4. Knowledge of civil liability and responsibility
5. General knowledge of common health conditions in various animal species

Qualifications:

1. Three years experience in working with animals and in the proper capturing and handling of stray dogs and injured animals.
2. Ability to receive pre-exposure rabies vaccination within three weeks of hire
3. Ability to complete Animal Control Academy within 12 months of hire
4. Ability to complete the MA Animal Fund Core Competencies training within 12 months of hire
5. Ability to work cooperatively with a variety of departments and agencies
6. **Ability to pass a Criminal Offender Record Information check and must possess a valid and current MA Driver's License and a driving record which proves responsible and lawful driving habits.**
7. Able to perform physical activities including long walks, climbing, jumping, heavy lifting, talking, hearing, reaching.
8. Experience in managing emergency situations and exercising proper judgement and reason to control and diffuse situations.
9. Experience in performing euthanasia on animals when situation warrants.
10. Excellent interpersonal and communication skills.
11. Ability to remain calm in emergency situations.
12. Able to work independently.
13. Demonstrated experience in providing customer service to co-workers and residents with tact, courtesy, sensitivity and discretion.