



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE: Animal Control Officer

DEPARTMENT/DIVISION: Public Safety Department/Police Division

PAY GRADE/HOURS: Grade M53A
40-hour work week (Work schedule to be determined)

UNION: Local 670, RI Council 94, AFSCME, AFL-CIO

POSITION SUMMARY: To enforce city and state laws pertaining to animal control; ensures that all complaints are handled efficiently and effectively; ensures that all animals housed in the City animal control shelter are properly cared for; maintains public safety at all times in relation to stray, sick and unlicensed animals, and does related work as required.

DUTIES & RESPONSIBILITIES:

- Responds to routine inquiries and complaints concerning animal problems or violations of animal control ordinances, including, but not limited to stray animals, bites, property damage or injuries; maintains effective and efficient public relations when dealing with citizens.
- Investigates complaints from the public regarding barking dogs, dog bite incidents and dangerous or aggressive dogs, loose dogs, cruelty or neglect of animals, nuisance or barking dogs; responds to each complaint according to the merit of the situation.
- Investigates violations of animal control ordinances and issues warnings or citations as needed.
- Investigates complaints of unwanted or escaped animals or those causing a public nuisance; captures and transports animals to City animal control shelter.
- Investigates mistreated animals and control those that are deemed dangerous, abandoned or lost.
- Maintains contact with City Public Safety Division for all routine and emergency animal control cases.
- Operates and maintains assigned vehicle and all equipment used in the control of animals (e.g.: animal capture equipment, first aid equipment, self-defense weapons).
- Oversees animal control shelter and maintains all inventory housed therein.
- Participates in animal control programs and rabies clinics throughout the City of Woonsocket.
- Prepares daily, monthly and annual animal control reports and records.
- Provides training, scheduling and supervision for Assistant Animal Control Officer.
- Maintains accurate records of financial receipts, donations, and invoices.
- Adheres to safe work practices and procedures.
- Performs other related duties as required.

QUALIFICATIONS: A high school diploma or a GED equivalent, is required. Must be knowledgeable of Microsoft Office products (MS Word and Excel) when writing and maintaining reports, as well as other software that may apply to this position. Must be knowledgeable of humane methods of animal control; maintain a working knowledge of pertinent animal control laws, ordinances and regulations. Law enforcement experience and experience with IMC, are preferable. Must be certified or become certified in accordance with RIGL 4-19-22, as amended within three (3) months of appointment date. Must possess a valid driver's license.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES: Thorough knowledge, skills and ability to manage a standalone animal control shelter. Ability to manage one direct report employee in all facets of the ACO functions. Ability to learn and utilize the current RMS system. Ability to self-manage strict time lines. Ability to function as the building facility manager to include scheduling preventive maintenance. Ability to self-manage all functions of the day to day operations. Ability to communicate both verbally and written across local and state agencies. Ability to care for animals in their custody, providing food, shelter, water and a clean environment. Ability to manage the veterinary treatment of any animals in need of medical attention. Ability to handle animals of all types, from pets to wildlife. Must be physically able to remove captured animal from animal-control service vehicles and place animals in shelter cages or other enclosures, including the use of catch pole and/or leashes. Ability to work interdepartmental; i.e., Office of the City Clerk for dog license enforcement, Police Department for cruelty investigations, City Housing Department for complaints and investigations, Fire Department for complaints, investigations, and assistance, etc. Ability to annually reevaluate policies and procedures for best practices & effectiveness and City Ordinances for State compliance & City needs. Ability to evaluate or cause to evaluate all potential adoptable pets. The employee is exposed to outdoor work, confined spaces and high places, equipment and machinery, traffic, biohazards, emotional stress, and risk of personal injury when attempting to restrain or capture animals.

Or: Any combination of education and experience that shall be substantially equivalent to the above education and experience.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.