



Town of Sandisfield

Animal Control Officer & Inspector of Animals

Job Description

General Statement of Duties & Responsibilities:

Enforcement and administrative work enforcing all relevant state statutes, inclusive of the duties imposed by M.G.L Chapter 140 on “animal control officers”, and local ordinances as they relate to animals. Performs tasks which require the exercise of judgement and initiative, occasionally under emergency conditions. Performs other related work as required. Works under the general supervision of the Sandisfield Chief of Police.

Essential Duties & Responsibilities:

- Makes frequent contact, requiring courtesy, patience, and tact, with concerned animal owners as well as other members of the public
- Explains applicable laws and ordinances which relate to animals within Sandisfield; informs individuals of specific legal requirements, criminal justice procedures and health issues as they relate to animals; assists individuals with problems associated with domesticated or wild animals; issues warnings or citations to violators.
- Must attend courses/seminars as required by the State.
- Investigates animal complaints and bites and maintains a daily log of all activity. Prepares and maintains documents including animal incident reports.
- Picks up injured animals and obtains medical treatment as required; responsible to pick up and dispose of dead animals. Works with humane societies, veterinarians, and the public to care for injured animals and to place abandoned animals.
- Investigates complaints against owners of not properly licensed, collared, and/or confined dogs and takes needed action.
- Keeps records of stray animals captured and their disposition, owners, number of complaints and other information required by law.
- Tracks events reportable under State Law, ensures proper reporting of such events, prepares, submits and records animal samples for testing as required by State Law. Working in conjunction with the Health Department, prepares public notices concerning health issues (rabies, West Nile, Bird Flu, etc).
- Conducts inspections as directed by the Health Department and coordinates with other first responders in animal control situations.
- May be assigned any other duties related to assisting in department function.

Preferred Education & Experience:

- High School graduate or equivalent with two years higher education in animal science, veterinary science or a related field. Previous animal control, veterinary medicine, or professional animal handling experience may be substituted for higher education.
- Must have a class D driver's license.
- Must have or be willing to obtain a Class a License To Carry within the first year of employment.
- Must have or be willing to obtain a certification as an Animal Control Officer by the Animal Control Officers Association of Massachusetts within the first year of employment.

Preferred Skills & Qualifications:

- Knowledge of Law Enforcement techniques
- Knowledge of State and Local Laws relating to animals
- Knowledge of care and handling of animals
- Ability to establish positive and effective working relationships
- Ability to think quickly and act decisively in an emergency
- Self-motivated
- Good communication skills with members of the public
- Ability to manually lift objects/animals weighing up to 50 pounds

Please submit, cover letter and resume by July 15 to jbeardsley@sandisfieldma.gov or mail to:

Select Board
Town of Sandisfield
66 Sandisfield Rd, Suite 1
Sandisfield, MA 01255