



Town of Troy Animal Control Officer Job Description

Nature of Work:

This is primary field work enforcing municipal and State ordinances relating to the regulation and control of dogs and other animals.

Employee of this class is responsible for the enforcement of various animal control ordinances. Work involves constant and varied contact with the public and potentially dangerous animals; maintaining records and reports; monitoring licensure and incident reports. Work is carried out in accordance with established rules and procedures and is reviewed through reports and observation of results achieved.

Supervision Received:

This is an appointed position. Work is performed under the direction of the Board of Selectmen.

Essential Duties and Responsibilities:

- Investigates complaints concerning the regulation, licensing and control of dogs and other animals. Ensures that the laws established in 7 MRSA chapters 719,720,721,729,739 and 741 and municipal ordinances are enforced. Problems and violations would include uncontrolled animals, damage done by animals, cruelty to animals, and animals that are sick, injured or abandoned.
- Determines if any State laws or municipal ordinances have been violated and takes appropriate action such as catching, confining or quarantining dogs or other animals.
- Responds to complaints about loose or stray animals, and attempts to collect them.
- Insures dogs six months or older are currently licensed with the municipality.
- Inspects kennels in accordance to "Maine's Rules Setting Minimum Standards for: Pet Shops, Shelters, Kennels and Boarding Kennels".
- Issues warnings, or citations, to animal owners and appears as a witness in District Court as necessary.
- Delivers captured animals to the Somerset Human Society.
- Rescues, or aids in the rescue of trapped, wounded, sick or injured animals.
- Conducts public education sessions as may be required.
- Maintains normal availability by pager, cell phone or telephone for consultation or emergencies.

Requirements of Work:

- Knowledge of ordinances, laws and procedures pertaining to the general care and control of dogs, or the ability to acquire such knowledge.
- Knowledge of the geography of Town of Troy.
- Ability to understand and carry out oral and written instructions.
- Ability to deal courteously with the public
- Ability to exercise independent judgment in conducting patrols and responding to complaints.

Animal Control Officer Job Description Continued

Training and Experience Required:

- Some experience in handling dogs and other animals; graduation from a standard high school; or any equivalent combination of experience and training.
- Take the Town of Troy's Assessment Survey and Analysis for Personal Protective Equipment

Necessary Special Requirements:

- Must possess physical strength and agility sufficient for performing job duties.
- Must possess valid appropriate State of Maine motor vehicle operator's license.

Tools and Equipment Used:

- Animal Capture Equipment, telephone/cell phone and first aid equipment.

The Town of Troy considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.