

Position Purpose:

Provides the enforcement of applicable municipal ordinance and state statutes pertaining to the regulation, licensing, and control of dogs and other animals. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Investigates citizen complaints regarding stray, sick and vicious dogs and other animals. If necessary will transport stray animals to Candray Pet Care Center.
- Rescues or aids in the rescue of trapped, sick, or wounded animals.
- Determines if any local ordinances or state statutes have been violated, and takes the necessary action, including the seizing, quarantining and arranging for the disposition of dogs and other animals with applicable state law.
- Investigates, prepares a report and delivers said report to the proper authorities in regard to all animal bite/exposure reports in accordance with state statute.
- Disposes of carcasses of dead animals that may be in the travel lane or shoulder of a public highway, road or street.
- Investigates all reports of alleged animal abuse and makes a written report of the findings to the Candia Police Department.
- In conjunction with the Candia Police Administrative Assistant, serves warnings and possible civil forfeiture notices to those Candia dog owners who fail to register their dogs in accordance with state law by April 1st each year.
- In cases of danger, contracts an officer of the Candia Police Department to provide assistance in administration of animal control laws, as is not authorized to carry a firearm.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma; some experience in animal handling and control or related field desirable, or an equivalent combination of education and experience. Must possess a valid New Hampshire driver's license.

Knowledge, Ability and Skill:

Knowledge: Knowledge of department policies/procedures and state statutes governing the control and regulation of animals. Knowledge of animal diseases, normal/abnormal behavior of animals.

Ability: Ability to communicate effectively, orally and in writing. Ability to work under stressful conditions; ability to handle animals that may be jeopardizing the safety of the public; ability to establish a working knowledge of all applicable Federal, state and local procedures and laws pertaining to animals; and the ability to deal with people that may be upset or hostile. Ability to maintain composure during emergencies, in dangerous situations, and while communicating with agitated/angry residents.

Skill: Excellent problem- solving skills. Compassion for animals. Excellent organizational and recordkeeping skills and proficient computer skills.

Physical Requirements:

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.

Frequent light to moderate physical effort is generally required in performing duties. Very good mobility and physical conditioning required to spend majority of time walking/running/standing, climbing trees, chasing animals, handling large/excitable/dangerous animals, and using hands to operate all tools and equipment. Ability to talk and hear sounds. Occasionally lifts and/or moves objects weighting up to 60 pounds. Accesses all levels of structures/barns/houses and traverses uneven terrain. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Chief of Police.

Supervision Given: None

Job Environment:

- Work is performed under typical office conditions as well as significant outside work with possible exposure to weather extremes of hot and cold temperatures and inclement weather; work environment is quiet to some noise.
- Operates a light truck, hand tools, computer, calculator, telephone, and other standard office equipment.
- Interacts with the public, town departments, and animal organizations/services.
- Has access to department-related confidential and/or sensitive information.
- Errors could result in personal injury, injuries to others, delays or loss of service and possible legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.