



Joseph C. Sullivan, Mayor

**Human Resources Department**

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**EXTERNAL JOB POSTING**

**JOB TITLE:** Animal Control Officer  
**UNION:** A.F.S.C.M.E.  
**LOCATION:** Braintree Police Department  
**DATE AVAILABLE:** February 3, 2014  
**SALARY:** W3 - \$40,497.60-\$43,243.20

**QUALIFICATIONS:**

High School graduate. Supplemented by courses in animal husbandry, veterinary science or related field; three years of experience in the handling and care of animals; or any equivalent combination of education and experience.

**RESPONSIBILITIES:**

Please see attached job description for complete details.

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**POSTING DATES:** January 22, 2014 – January 29, 2014

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

or send by e-mail to: [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

Town of Braintree is an Equal Opportunity Employer

Date Approved: 6/08  
Grade: W-3  
Union: A.F.S.C.M.E.

**ANIMAL CONTROL OFFICER**

**NATURE OF WORK:**

Investigative and enforcement work in performing the duties of Dog Officer, Animal Inspector and Dead Animal Officer in compliance with controlling statutes, bylaws and rules and regulations; related work as required.

**SUPERVISION:**

Works under the general direction of the Chief of Police and Board of Health.

**JOB ENVIRONMENT:**

Frequent physical effort is required in patrolling and investigating throughout the Town under varying weather conditions and under conditions which may involve personal danger and disagreeable factors. (Is on call 24 hours/day). Errors could result in perpetuation of nuisances and in injury to individuals.

**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. Duties are not necessarily in order of importance or frequency of performance.)*

- Performs responsible duties requiring some judgment in connection with catching, confining and destroying dogs, quarantining animals suspected of being rabid, inspecting animals and their quarters and picking up and disposing of dead animals.
- Makes frequent contacts with other Town officials, the State Division of Animal Health and the general public.

- Patrols the Town picking up stray and unlicensed dogs; operates and maintains a van for transporting animals.
- Maintains the animal shelter; cleans, feeds and exercises all animals regularly.
- Maintains, operates and cleans a crematory for disposing of dead animals.
- Responds to complaints and requests received by telephone, answering device, police radio or other source.
- Picks up and disposes of dead animals; picks up injured animals and determines need for veterinary care or other action.
- Inspects animal bites and orders quarantine and release of animals involved.
- Inventories animals, conducts animal inspections and inspects buildings where animals are quartered for compliance with regulations of the State Division of Animal Health...
- Prepares and prosecutes cases in court.
- Assigns and supervises duties to be performed by assistants during weekends.
- Prepares budget. Maintains daily log of department activities; maintains detailed records and prepares reports as required.
- Enforces all fish and game laws within the Town.
- Regular and predictable attendance.

**KNOWLEDGE, SKILLS AND ABILITY:**

**Knowledge:** Thorough knowledge of the laws pertaining to stray and vicious dogs and the quarantining of animals. Thorough knowledge of the accepted

procedures for the handling, care and feeding of dogs and other animals.

**Skills:** Skill in handling vicious dogs.

**Ability:** Ability to lift dogs and other animals and to maintain the shelter in a clean and acceptable condition. Ability to prosecute cases. Ability to deal appropriately and effectively with the public.

**REQUIRED QUALIFICATIONS:**

High School graduation supplemented by courses in animal husbandry, veterinary science or related field; three (3) years of experience in the handling and care of animals; or any equivalent combination of education and experience.