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Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

CITY HALL
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September 28, 2020

Assistant Dog Warden/Animal Control Officer

Full Time - 40 Hours Per Week

The Assistant Animal Control Officer is responsible for investigating and taking appropriate enforcement action for violations of State animal cruelty laws and local animal regulatory laws ranging from infractions to felonies. Work involves the capture and impoundment of stray dogs. Duties include response to complaints of sick, injured, or vicious animals; maintenance of kennel and vehicles, and dealing with the public in regards to animal control. The position also has the responsibility for making difficult public safety and animal placement decisions. Work requires considerable understanding of animal care and handling and ability to deal courteously with the public.

Graduation from high school or an equivalency certificate, and two years of work experience including one year in caring for and controlling animals and some clerical experience.

Must have a valid Connecticut driver's license. Must pass 80 hours of the CT Animal Control mandatory training requirements. Must have up to date rabies vaccination upon hire (provided by the City) or proof of vaccination Must work nights and weekends and be on call.

Salary \$22.26 per hour

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to humanresources@meridenct.gov. Walk-in applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

Open until filled.

E.O.E

Assistant Dog Warden/Animal Control Officer

General Description

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Supervision Received

Work is performed under the general supervision of the Animal Control Officer.

Examples of Duties

Drives a radio dispatched animal control vehicle to respond to reports of animal law violations, patrols assigned areas and enforces laws relating to animal regulations and the humane care and treatment of animals.

Responds to citizen complaints and investigates alleged violations of crimes against animals and/or animal related laws and regulations.

Interviews individuals and collects and maintains relevant information and evidence. Inspects animal premises, examines animals and determines appropriate action to protect animal and public health and safety.

Explains laws and regulations related to the control and humane treatment of animals. Investigates possible violations of animal related laws and regulations; prepares reports and issues citations, warnings and other notices and/or makes arrests for misdemeanor or felony violations, as appropriate.

Investigates, prepares, and presents Animal Cruelty/Neglect, Dangerous Dog, and/or Public Nuisance cases.

Captures, handles, impounds, transports and/or euthanizes various animals as needed.

Maintains accurate record of daily activities.

Cleans and maintains equipment used in the performance of duties.

May provide testimony at court hearings.

Assistant Dog Warden/Animal Control Officer (continued)

Examples of Duties

Provides responsive, high quality service to City employees, and volunteers, representatives of outside agencies and members of the public by providing accurate, complete and up-to date information, in a courteous, efficient and timely manner.

Performs other duties as assigned.

Knowledge, Skills and Abilities

Animal care, feeding and handling.

Computerized record keeping and filing methods.

Ability to comprehend, interpret, enforce and apply state and local laws and regulations relating to animal control and humane treatment of animals.

Recognize normal and abnormal animal behavior.

Capture, handle restrain confine and transport animals using methods, techniques and/or special equipment including tranquilizing firearm.

Utilize tact self-restraint, judgment and strategy in dealing with a wide variety of people both friendly and hostile in the enforcement of animal control and anti cruelty laws.

Use mobile radio/telephone equipment.

Read maps and locate addresses in the field.

Use computerized equipment in recording daily work activities.

Understand and follow written and oral instructions.

Write and communicate clearly and concisely with technical accuracy.

Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact and diplomacy.

May assist Police Department with animal situations.

May conduct educational presentations to children and adults at schools, businesses, civic groups and professional events.

Existing Officers are required to take a minimum of six hours of continuing education each year related to their duties.

Assistant Dog Warden/Animal Control Officer (continued)

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability who can perform the essential functions of the job.

Constant lifting and carrying of objects weighing up to 50 pounds with a maximum distance of five feet. **Frequent:** sitting, repetitive use of hands to operate computer. **Occasional:** walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of animals, equipment or files weighing up to 100 pounds.

Sufficient manual dexterity and eye-hand coordination required to operate vehicle and special animal handling equipment.

Qualifications

Graduation from a high or an equivalency certificate and two years of work experience, including one year in caring for and controlling animals, and some clerical experience.

Must have a valid CT driver's license.

Special Requirements

Must have up to date rabies vaccination upon hire (provided by the City) or have proof of vaccination.

Must pass 80 hours of the CT Animal Control mandatory training requirements.

Working Conditions

Works irregular shifts, weekends and holidays. Subject to standby and callback.

Work is predominantly performed outdoors, driving, and in animal shelter environments in varying temperatures; exposure to excessive noise (such as barking dogs); aggressive and/or dangerous animals; animal waste and dead animals; dust, chemicals from cleaning agents/disinfectants; and sewage and zootomic diseases.

12/2013