

Help Wanted: City of New Bedford hiring Dog Officer

TITLE: DOG OFFICER

LEVEL: GRADE 5 \$12.99hr – \$18.48hr

DEPARTMENT: POLICE

FUNCTION: Under the supervision of the Director of Leash Law, performs a variety of animal control duties.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Leash Law.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Picks up stray and unlicensed dogs. Makes and refers complaints against owners of dogs not properly licensed and collared. Enforces leash laws. Collects the bodies of small animals found dead within the City and disposes of them. Handles all matters and complaints pertaining to dogs and other animals. Performs all duties in conformance with appropriate safety and security standards.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory per Massachusetts General Laws.

EDUCATION AND EXPERIENCE: High school graduate or GED equivalent required. Three to five years of paid experience in animal control or related field. Ability to interpret and understand ordinances and laws. Must be available for emergencies, nights, weekends and holidays. Must possess a telephone. Must be courteous and have experience dealing with the public.

TOOLS AND EQUIPMENT USED: Patrol vehicle, animal capture

equipment, radio, first aid equipment, personal computer, telephone.

PHYSICAL DEMANDS: 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 and extended periods of outside work, subject to all weather conditions and extremes. Continuous walking, standing, and climbing; frequent periods of requiring sustained uncomfortable physical positions. Regular and sustained periods of strenuous physical exertion, requiring stability to lift, carry and position heavy objects utilizing proper mechanics and techniques.

The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent and extended periods of outside work, subject to all weather conditions and extremes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office and moderate in the field.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above 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.

The 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.