

TOWN OF EAST HADDAM

ASSISTANT ANIMAL CONTROL OFFICER (MACO)

Exempt

Position Purpose:

The purposes of this position are to perform patrol and enforcement duties in a regional animal control program; enforce Connecticut State Dog Statutes, laws relating to cats and the control of rabies in domestic animals and wildlife, and town regulations; and maintain animal control shelter.

Supervision:

Receives general supervision from the Regional Animal Control Officer or his designee. Works independently. Plans and organizes work according to authorized procedures. Establishes priorities within work assignment. Reports work accomplished to the Regional Animal Control Officer or his designee.

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.)

- Responds to animal complaint calls, including cats, other animals and wildlife.
- Investigates vicious, diseased, or stray dogs, diseased cats, other domestic animals and wildlife.
- Patrols town for stray or unlicensed dogs; captures and removes stray or vicious dogs, cats, other domestic animals and wildlife to an animal shelter.
- Maintains animal control shelter. (See appendix A for duties.)
- Provides shift to shift communication concerning impounded dogs, cats, other domestic animals or wildlife and any open complaints.
- Issues summons to violators and consults with the Police Department when needed.
- Arranges for return, adoption, or disposal of impounded dogs, cats, other domestic animals and wildlife with the permission of the Regional Animal Control Officer.
- Removes injured or dead dogs, injured cats and investigates other domestic animal complaints.
- Provides information to the public concerning lost, impounded or injured dogs, cats, other domestic animals and wildlife.
- Prepares and types narrative and statistical reports for the Regional Animal Control Officer.
- Provides written and oral testimony in court cases.
- Participates in special rabies clinics.
- Responsible for general upkeep of department vehicle.
- Feeds and cares for impounded dogs, cats, other domestic animals or wildlife.
- Maintains records of complaints and related files.
- Develops written and statistical reports as required.
- Performs other related duties as assigned.

Minimum Required Qualifications:

Education, Training and Experience:

The skills and knowledge required would generally be acquired with graduation from high school or graduation from a vocational school plus specialized training and recommended 6 months experience in animal handling, care or control.

Must maintain all required certifications for Municipal Animal Control Officers as required by the Connecticut General Statutes.

Special Requirements:

Must possess a valid Connecticut motor vehicle driver's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of dogs, cats, other domestic animals and wildlife, including handling, transport, sheltering, care, and feeding. Knowledge of small and large animals, both domestic and wild.

Ability: Ability to deal effectively with those contacted. Ability to prepare narrative and statistical reports. Ability to understand department budget and account for funds. Ability to operate a personal computer and related software applications and standard office equipment. Ability to acquire skill to enter information into an automated filing system, and to perform work and data processing in a computer information system.

Skill: Verbal and written communication skills; skill in using the above mentioned office equipment; aptitude for working with people and maintaining effective working relationships with various groups; skills associated with handling numerous projects at one time.

Physical and Mental Requirements:

Exposure to hazardous conditions in dealing with unrestrained animals, either on rough terrain or in roadways. Must exercise precaution at all times. Sufficient stamina and good health to perform occasionally strenuous physical tasks. Ability to work in poor weather conditions, including heat, cold, rain and snow.

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration		X		
Other-Work near heavy equipment		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Tasting or smelling		X		
Bending, pulling, pushing		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds			X	
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
☒ Distance vision (i.e. clear vision at 20 feet or more)
☒ Color vision (i.e. ability to identify and distinguish colors)
☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
☐ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Revised 3/14/2016

APPENDIX A
GENERAL GUIDELINES, RULES & REGULATIONS
FOR THE USE OF THE EAST HADDAM REGIONAL POUND

The following information is to be used in conjunction with existing Town of East Haddam Policies and Ordinances.

General Guidelines, Rules & Regulations:

- Each Municipal Animal Control Officer (MACO) is responsible for the care of impounded dogs, which includes, but is not limited to, all applicable paperwork, collection of fees and release of the dog in custody. During their assigned shift the MACO is responsible for feeding and caring for any impounded dogs and for cleaning the indoor/outdoor runs and pens for the duration of the impoundment.
- Food, water and maintenance supplies will be provided by the Town of East Haddam.
- Only the Regional Animal Control Officer (RACO) is authorized to release dogs for adoption. MACO may arrange for adoption with the permission of the RACO.
- During their assigned shift the MACO assumes the responsibility of providing any required special care, such as specific medical condition, and for administering such care. The goal is to provide such special care without error.
- Regional and Municipal Animal Control Officers are not permitted to provide assistance outside of the regional area unless the Regional Animal Control Department has a mutual aid agreement with the municipality, even if the dog or other animal belongs to a resident within the regional area. The owner of the animal has the responsibility to claim the animal and pay all costs of the custodial municipality. Without a mutual aid agreement, East Haddam will not cover the RACO or MACO if an incident were to occur while out of jurisdiction.
- The facility must be checked and made secure before leaving.
- The entrance gate must be kept locked at all times except during the regular working hours of the East Haddam Transfer Station.

Personal Items at the Pound:

- The Town of East Haddam is not and will not be held responsible for damage to personal items or equipment left at the pound. It is the RACO and MACO's responsibility not to leave such items unattended.
- Any items that belong to the Regional Animal Control Department shall not be removed from the premises or town vehicle, whichever shall apply. Items include but are not limited to information of the care, health, sale or disposal of animals kept by the Regional Animal Control Department or informative memos from the First Selectman, Supervising Sergeant, Regional Animal Control Officer or the State of Connecticut.

Heat and Ventilation of the Dog Pound:

- Per Connecticut State Regulation 22-336-19 (a) thermostatically controlled clean and sanitary heat shall be provided to maintain a minimum temperature of fifty-five degrees (55 degrees) Fahrenheit at floor level. At no time shall the indoor temperature of the pound exceed ninety degrees (90 degrees) Fahrenheit.
- Please air out the kennels before you attend to daily business. Wet runs could lead to fungus problems. Opening window/doors for an hour or two quickens the drying process but do not forget to maintain the mandated room temperatures.

Kennels:

- Dogs in the outside enclosures are to be monitored and properly supervised to prevent incidents. All dogs are prohibited from roaming freely in the office area.
- Immediately report any injury/accident at the dog pound, in writing, submitting the original to the First Selectman's Office and a copy to the Regional Animal Control Officer.
- There is one run to be used for quarantine dogs only. If an emergency situation arises, the placement of a stray in the runs is permitted; however, the stray must be removed from that run the next business day, no exceptions.
- In the event the kennels are full and a licensed or stray dog is in custody, it is the responsibility of the RACO or his designee to arrange housing elsewhere if all runs are occupied.
- There shall be no feeding of outside food to the impounded dogs in the Regional Animal Control Pound. Outside food shall be defined as, but not limited to, food that is intended for human consumption or bones originating from an animal skeleton (i.e., chicken or pork bones). Biscuit treats are available and are an acceptable food item. Foreign food items can cause unnecessary risk of injury to the impounded dogs, such as choking or allergic reactions, etc. The Town is responsible for the health of each dog in its care, which is why preventative measures must be taken.
- Blankets or towels are allowed in the kennel of an impounded dog as bedding for special cases only. It has been recommended by the State Department of Agriculture to discontinue the use of blankets and towels due to the possibility of the spread of germs and growth of bacteria. Please use your best judgment.

Quarantine of Dog:

- Quarantine is a method of control to prevent the spread of rabies by limiting the freedom of movement. The dog or other animal must be isolated so as not to come in contact with humans and all warm blooded animals, both domestic and wild. The dog shall be quarantined for a minimum period of fourteen days in accordance with C.G.S. Section 22-358. At the conclusion of the minimum period, said dog shall be evaluated by the MACO responsible for the dog and determine further appropriate actions to be taken, (i.e., release or continuance of quarantine or disposal of dog). If impounded at the Regional Animal Control Pound, the MACOs are required to keep said dog inside a

designated quarantine run when not under physical control so that no human or animal can make physical contact.

- Do not leave a quarantined dog unsupervised in an outside run.
- Regardless of the dog's medical history, such as being current on vaccination, quarantined dogs must remain separate even from other quarantined dogs throughout the duration of their isolation.
- No human or animal outside the immediate family and RACO/MACOs can make physical contact with a quarantine dog.
- When impounding a dog to be quarantined, all RACO/MACOs shall record in detail the necessary information pertaining to the quarantined dog. Include date of impoundment, date of conclusion of quarantine, reason for quarantine, special care/avoidance instructions, MACO in charge of dog, name of owner.