

NOTICE OF JOB OPENING
CITY OF LYNN

RESIDENCY REQUIREMENTS ENFORCED

Department: Inspectional Services Department

Job Title: Animal Control Officer

Vacancies: One Permanent Full-time

Civil Service: No Union Eligible: AFL-CIO-CLC Local 261

Work hours: 8:00 AM to 4:00 PM Monday - Friday

Salary/Hourly: \$/weekly

Duties & Qualifications: Please view full job description and qualifications on the City of Lynn Website www.ci.lynn.ma.us or in person in the Personnel Department, Room 412.

Date of Posting: 07/31/2017

Closing Date: 08/11/2017

Application and resume must be submitted to the Personnel Department, Room 412, Lynn City Hall by the close of business (12:30 p.m.) Friday, August 11, 2017.

The City of Lynn is an Equal Opportunity Employer.

LYNN ANIMAL CONTROL OFFICER
JOB DESCRIPTION

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

Enforce all Animal Control Laws as defined in Massachusetts General Laws and all City of Lynn Ordinances related to Animal Control and their provisions providing for public safety and the well-being of animals.

Knowledge of Massachusetts General Laws and the City of Lynn Ordinances with respect to Animal Control.

Makes and prepares complaints against owners of dogs not properly licensed and collared.

Assist the Lynn Police Department with domestic calls, drug raids and search warrants when vicious animals need to be removed.

Assist the State Police, Environmental Police, Animal Rescue League and the MSPCA when needed for cruelty cases, search warrants, etc. (must be available day and evening hours).

Keep and file records and reports on all animal situations.

Will drive city animal control vehicle, maintain and clean the vehicle and equipment that is used to catch, contain and transport animals.

Must be able to capture vicious and wild animals using a leash, rabies pole, trap, net, tranquilizer gun or service gun.

Issue Dog Violations.

Conduct vicious dog hearings.

Respond to complaints for dog bites and provide follow-up and monitoring in accordance with the state and local codes and regulations.

Monitor the quarantine of rabid animals and provide for testing as required.

Inspector of Animals

Maintains knowledge and expertise of new developments in the fields of animal and public health.

SUPERVISION - Works under the general direction of the Director of Inspectional Services.

EDUCATION AND EXPERIENCE- Previous experience with animals. Prefer two years previous experience as a dog officer or training as an animal control officer.

LICENSE - Current and valid Massachusetts Driver's License and license to carry a firearm.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees organization.

PHYSICAL REQUIREMENTS- Minimal physical effort required when performing functions under typical office conditions. Moderate physical effort required periodically in the field. Frequently required to stoop, kneel, crouch or crawl. Must be able to access all areas of inspection site. May routinely lift and/or move materials weighing up to 100+ pounds. Must have accurate vision at long distance, be able to read small print and see in dimly lighted places.

JOB ENVIRONMENT - Majority of work is performed in the field, with exposure to weather conditions and extremes, with potential exposure to communicable diseases and unsanitary conditions. May be required to work outside of normal business hours at night or on weekends.

Requires high visibility and communication with the general public, answering questions on animal control/public health issues. Cooperates with State and local City of Lynn officials, including but not limited to the staff in the Board of Health, Police and Fire Departments, Department of Public Works, Building Department and local veterinarians; as well as health care providers.

Communicates and works with the MA Department of Agricultural Resources-Bureau of Animal Health and the Department of Public Health. Provides inspections, communicates and educates animal owners, property owners or tenants regarding laws, codes and regulations. Contacts may involve extremely hostile encounters with property and business owners, or the general public.

The City of Lynn is a smoke and drug free employer and requires physical with drug screen and CORI post offer.