



Marc Montminy
Chief of Police

UXBRIDGE POLICE DEPARTMENT

275 Douglas Street, Uxbridge, MA 01569-1851
Telephone 508-278-7755 Fax 508-278-7874
www.uxbridgepolice.com

JOB POSTING

POSTED: February 26, 2019

NOTICE: Part-time on call Position – Weekends

SCHEDULE: This position is on call every other weekend.
Friday 4pm through Monday 8am
Regional district covering Uxbridge, Mendon and Douglas

CLASSIFICATION: Part – Time Animal Control Officer

GRADE: Non – Union Position

DIVISION: ANIMAL CONTROL

REQUIREMENTS: PER ATTACHED JOB DESCRIPTION

WAGE: Weekend Rate \$143.00

AVAILABLE: Immediate opening

APPOINTING AUTHORITY: Town Manager

All interested, qualified candidates should submit a letter of interest by **March 8, 2019** along with a resume, and the names of three professional references to **Uxbridge Police Department, 275 Douglas St., Uxbridge, MA 01569** or email same to jdaley@uxbridge-ma.gov. Review of resumes will commence immediately, and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, Department of Public Works, Council on Aging, Police Station.

The Town of Uxbridge is an Equal Opportunity Employer

UXBRIDGE POLICE DEPARTMENT
275 DOUGLAS ST.
UXBRIDGE, MA 01569
Phone 508-278-7755 Fax 508-278-6629

ANIMAL CONTROL OFFICER

In Effect: 04/08/2004

Review Date: 04/08/2018 @ 1902

ANIMAL CONTROL OFFICER

Definition

Otherwise called ACO, is responsible for animal control services in the Towns of Uxbridge, Douglas and Mendon here and after referred to as the towns.

Supervision

He/She works under the general direction of the Uxbridge Chief of Police or his designee.

Performance

The ACO performs a variety of responsible functions in accordance with Massachusetts General Laws, the General Bylaws of the Towns and the administrative regulations promulgated by the Massachusetts Department of Public Health and the Massachusetts Department of Agriculture, Division of Animal Health.

1. The ACO shall maintain frequent contact with Town officials, Town employees and the general public, requiring patience, tact and discretion. He/She may also work under field conditions with unavoidable exposure to bad weather and a variety of hazardous conditions such as dust, dangerous road conditions, etc.
 - a. It is understood that safety is paramount in the execution of assignments.
 - b. The work schedule is unpredictable.
 - c. All calls shall be responded to in a timely fashion.
 - d. Required to wear appropriate clothing, any Department issued equipment and/or protective gear.
 - e. Required to operate a motor vehicle, 2-way radio, pager, telephones and standard office and field equipment.
 - f. Errors could result in personal injury, danger to public safety and cause monetary loss to the Town.
2. The essential functions or duties listed below are 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 ACO shall respond to:

- a. Complaints of barking or vicious dogs,

- b. Dog injuries and nuisances caused to persons, property, livestock, fowl or domestic animals loose in the community;**
- c. when necessary, retrieve such animals through use of leashes, snares, protective gloves and other specialized equipment.**
- d. Pick up and arrange disposal of dead dogs;**
- e. Take injured animals to a veterinarian for treatment.**
- f. Investigate cases involving dog bites.**
- g. When appropriate, work and co-ordinate with the towns' Boards of Health to quarantine or destroy animals responsible for bites. Complete forms associated with quarantine of animals and assesment of fines.**
- h. Work with Town Clerks, District Courts and Town finance officers in processing and maintenance of all licenses, records, violations, fines, fees and permits for the respective towns.**
- i. The Uxbridge Police Dispatch will maintain a log of all calls responded to and dispositions regardless of the respective jurisdictions. Animal Control Officer and Part Time Animal Control Officer are responsible for relaying the above infromation to Dispatch at the time of the call.**
- j. Make all records available for periodic review by supervisors.**
- k. Process all cash transactions through the proper community agencies maintaining accountability for all transactions in writing in accordance with the policies and procedures of the individual jurisdictions.**
- l. Complete all State manadated kennel inspections and stray animal forms within the appropriate jurisdiction (Uxbridge, Mendon or Douglas).**
- m. Part time Animal Control Officer must be on call and available Friday at 4:00 PM through Monday at 8:00 AM**