



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com

July 19, 2021

Job # 2021-26

PLEASE POST
ANTICIPATED OPENING

POSITION: Animal Control Officer / Police Department
(Civil Service position)

HOURS OF WORK: 40 hours per week (Full-time)
Schedule to be determined

SALARY: \$635.10 - \$734.24 per week
(According to Contractual Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

As required by law and within lateral cooperation with the City Clerk's Office and Health Department supervise and enforce the licensing of all dogs and such restraints and protective measures as are ordered. Further, to enforce Massachusetts State Laws in regard to cats, dogs and other animals.

Make sure all dogs in the City are licensed. Enforce dog leash laws. Enforce Massachusetts State Laws in regard to dogs, cats, and other animals. Enter areas where there are mad dogs, cats, rats, squirrels, etc., and dispose of them according to law. Participate with other public safety employees regarding search and seizure operations as directed by the Chief of Police and/or his/her designee.

Pick up all animals that are struck and injured by motor vehicles. Dispose of all dead animals according to law. Respond to complaints received by you and/or Police Department personnel. Chase and recover lost cows, pigs, horses, etc.

Respond to complaints received by the Officer-in-Charge of Police Station on off duty hours on request of said Officer-in-Charge. Collect all fees as required. Keep records of money collected and turn same into Police Department Head Clerk as required by Law.

Make yearly report to the Chief of Police. Copy of same to your Division Commander. Maintain motor vehicle assigned to you. Keep clean at all times including washing of same. Gas vehicle to full before the end of your tour of duty. Report mechanical problems to your Division Commander.

Maintain Dog Pound and confine animals. Clean animals daily. Feed animals daily. Dispose of all trash daily. Report any damage to building and/or equipment and needed repairs to building and/or equipment.

Make a Daily Report which will include: incident calls responded to, number of leash law violations issued, number of animals picked up (dead or alive), location where picked up animals were taken, number of animals destroyed and by whom, and all other pertinent information you deem necessary. Daily report will be submitted at the end of each tour of duty.



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Reports submitted to other City Departments, County & State Agencies, and all Special Reports will be copied and will be submitted to your Division Commander immediately. All copies of leash law violations issued will be submitted to the Police Station at the end of your tour of duty.

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.

QUALIFICATIONS:

Knowledge of feeding and care of animals. High school diploma or general education degree (GED); and six months to one-year related experience and/or training; or equivalent combination of education and experience. Possession of a valid driver's license. Knowledge of basic mathematic 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 communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with peers, supervisors and the public. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions. Ability to learn the City's geography.

Ability to obtain firearms license and qualify for the use of a Haverhill Police Department firearm.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

PHYSICAL REQUIREMENTS:

Frequent strenuous physical effort required; ability to lift and carry on a frequent and continuous basis, weights of 50 to 75 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Ability to walk or stand continuously throughout the day. Physical ability to move in and out of and vehicles, which includes climbing stairs. While performing the duties of the job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. Attendance is mandatory.

CLOSING DATE:

WEDNESDAY, JULY 28, 2021

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT: http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com.

PLEASE REFERENCE JOB # 2021-26 WHEN APPLYING ONLINE.