

**Town of Dover, Massachusetts
Job Description**

Position Title	Animal Inspector	Grade Level:	
Department:	Health	Date:	
Reports to:	Health Director	FLSA Status	

Statement of Duties: The Animal Inspector will work closely with the Dover Board of Health while conducting inspections of residences with animals. Dover has an abundance of agriculture and livestock; the Animal Inspector will be responsible for assessing the living conditions and well-being of the animal within Dover, MA.

Supervision Required: The Dover Board of Health appoints the Animal Inspector annually. The Animal Inspector reports to and works under the general supervision of the Board of Health and the Dover Health Director. The Animal Inspector works independently within established policies and procedures and the requirements of federal, state, and local law (as applicable), with minimal direct supervision.

Position 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.*

Essential Functions:

- Follow-up on animal-related complaints
- Assess the conditions in which animals are kept
- Conduct barn inspections
- Obtain census of the domestic animal population of the town
- Facilitate communication between animal owners and the Board of Health
- Serve as a resource for those interested in obtaining domestic animals
- Follow up with people and animals potentially exposed to rabies
- Enforce quarantines, testing, and follow-up for those potentially exposed to animal-borne disease
- Submit up-to-date Rabies Exposure forms to the Board of Health
- Attend Board of Health and other municipal meetings when attendance is requested, keeping members current about public health needs, and represent the Board at various Town and community meetings and events to prepare and deliver presentations on public health topics, as required.

Education and Experience:

A municipal animal inspector should be reasonably experienced in the care and handling of domestic livestock animals, be generally experienced in their husbandry and be knowledgeable in the handling and care of other domestic animals such as dogs and cats. Knowledge and experience with common “urban wildlife” such as raccoons, skunks and bats that expose domestic animals and come under the jurisdiction of the MA Division of Fisheries and Wildlife

will prove beneficial in the collection of specimens for submission to the State Rabies Laboratory.

Municipal Animal Inspectors should familiarize themselves with domestic animal import requirements. They should also understand local ordinances (sanitary codes, zoning laws, etc.) which may form part of their duties to their primary nominating body at the municipal level.

There are no scholastic, professional or farm experience requirements for the position of Animal Inspector. A generalized knowledge of domestic animals will prove very useful.

Special Requirements

- Must possess a valid driver's license and access to an automobile.

Knowledge, Abilities and Skills

- Experience in the care and handling of domestic livestock animals
- Understanding of sanitary codes and zoning laws in Dover, MA.
- Knowledgeable in the handling and care of other domestic animals such as dogs and cats.
- Knowledge and experience with common "urban wildlife" such as raccoons, skunks, and bats that expose domestic animals and come under the jurisdiction of the MA Division of Fisheries and Wildlife will prove beneficial in the collection of specimens for submission to the State Rabies Laboratory.
- Strong interest in working with animals, owners of animals, and the Dover Board of Health.
- Excellent communication, organizational, and teamwork skills.
- Self-motivated with a willingness to learn and take initiative.
- Ability to work independently.
- Possession of good verbal and written communication skills.

Accountability: Consequences of errors or poor judgment may include adverse public relations, patient injury, personal injury, monetary loss, legal repercussions, labor/material costs, program jeopardization, and/or danger to public health or safety. Communicate promptly with the Health Director, health staff, and members of the Board of Health about urgent issues.

Judgment: Work is performed in accordance with local, state, or federal legislation or directives that pertain to the provision of municipal animal inspection. Extensive judgment and ingenuity are required to develop new methods and approaches for accomplishing objectives or to deal with new or unusual circumstances within the limits of the guidelines or policies.

Complexity: The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to animal inspection. Assignments typically involve evaluation, interpretation, and the application of regulations or laws.

Nature and Purpose of Relationships: Relationships are occasionally with co-workers, the public, groups and/or individuals such as civic leaders, and peers from other organizations. The employee serves as a representative of the Dover Board of Health. The employee, on behalf of

the Boards, is required to communicate departmental practices, procedures, or regulations with the public with tact in an effort to maintain public health.

Work Environment: Work takes place outside of the office. Field work includes visits to homes, Town departments and offices, and other settings.

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 position's essential functions.*

Physical Skills: While performing the duties of this job, the employee may be regularly required to stand, sit, walk, talk, hear, reach, bend, stoop, kneel, handle, grip, and use hands and fingers to conduct inspections in the field, and provide written documents. Specific vision abilities required by this job include close vision requirements due to computer work and operating a motor vehicle. Light to moderate lifting may be required.

Motor Skills: Duties involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination in order to stretch, reach or assist patients, to operate a motor vehicle or personal computer.

Visual/Auditory Skills: The Animal Inspector is required to read documents, instructions and procedures for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend and is regularly required to determine color differences.

Occupational Risk: Hazards include adverse weather and road conditions and exposure to communicable diseases and environmental hazards.

Confidentiality: Ensure resident records are kept secure and confidential, and maintained in a manner consistent with Board of Health policies and procedures and state privacy standards.

Supervisory Responsibility: The Animal Inspector is responsible for identifying areas of concern and assessing and implementing ways by which concerns can be eliminated or mitigated. The Animal Inspector collaborates closely with the Boards of Health and state agencies and supports the Towns' public health and animal safety initiatives.

This 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.

**Note: The position is about 50 hours a year or about 4-5 hours a month and receives an annual stipend of \$3500*