

Job Description

Title: Animal Inspector

Definition: Any person designated by the Town of Monterey, including representatives of any private contractor, and appointed by the Department of Agriculture and Resources (MGL c129§15), to handle and manage issues dealing with the keeping of domestic animals other than cats and dogs.

Supervision: Works under the general direction of the Monterey Board of Health and the Health Sanitarian. Works in conjunction with the Animal Control Officer and Police Department.

Job Environment: Some work is performed under typical office conditions; some work is performed in the field under varying conditions, with exposure to the hazards associated with animals and varying weather conditions. Errors could result in danger to public safety.

Essential Functions: Responsible for enforcing various state and local laws relating to annual inspection of premises on which there are domestic animals. Illustrated examples of work/essential functions:

- Removes livestock that have strayed on streets, returns them to their owners or transports them to a shelter.
- Inspects annually premises of livestock as to general cleanliness, light, ventilation and water supply. Also inspects the cleanliness and physical conditions of the animals themselves. Visits will be made to facilities on which there are cattle (dairy & beef), swine, goats, sheep, horses, poultry, donkeys, llamas and other animals which are currently being raised and/or maintained in the town.
- Maintains records of inspections and annual census in a barn book for a period of two years. Prepares written logs and reports and provides advice and assistance to the public.
- Issues and distributes animal disease quarantines. Quarantines all biting animals and properly disposes of all rabid animals and documents all actions taken.

Recommended Minimum Qualifications: There are no scholastic, professional (i.e. veterinarians) or farm experience requirements for the position of Animal Inspector. A generalized knowledge of domestic animals will prove very useful.

Education & Experience: High School diploma required. A valid Massachusetts driver's license is required. The ability to maneuver a livestock trailer is helpful.

Knowledge, Ability and Skill: 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 & cats, and have knowledge in animal collection and disposal methods. 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. Knowledge of and skill in the use of assigned equipment utilized in the performance of animal inspection, collection and/or transportation. Ability to recognize signs of rabies and other animal diseases. Ability to establish, maintain and improve relations with animal owners and the general public through interpretation of laws and participation in educational events. Municipal 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.