



TOWNSHIP OF WASHINGTON WARREN COUNTY, NEW JERSEY



211 ROUTE 31 NORTH · WASHINGTON, NEW JERSEY 07882

Robert Klingel, Mayor
Mark Rossi, Deputy Mayor
Ralph Fiore, Committeeman
Michael A. Kovacs, Committeeman
George Willan, Committeeman

www.washington-twp-warren.org

Peter H. deBoer, Jr., Administrator
Anna C. Godfrey, RMC, Clerk

PHONE: (908) 689-7200

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Animal Control Officer

A copy of the Animal Control Officer Job Description for the Township of Washington is attached hereto.

All resumes for the Animal Control Officer for 2017 shall be submitted to the Clerk's Office (please do not send electronically) in a sealed envelope to the attention of Peter H. deBoer, Jr., Township Administrator, 211 Route 31 North, Washington, NJ 07882 by December 14, 2016 at 11:00 a.m.

The appointment to and the salary/wages for the Animal Control Officer and related functions shall be authorized by the Township Committee in the 2017 Salary Resolution.

Washington Township is an Equal Opportunity Employer.



WASHINGTON TOWNSHIP JOB DESCRIPTION / POSTING

POSTING DATE: November 17, 2016

DATE POSITION WILL BECOME AVAILABLE: January 1st for the year of 2017

POSITION: Animal Control Officer

POSITION TYPE: Regular On-Call 24/7

DEPARTMENT: Administration **CERTIFICATION:** NJ

POSITION REPORTS TO: Administrator/Police/ Clerk

HOURS/WEEK: Varies: on-call/as-needed basis

PART-TIME STATUS: P/T

PRINCIPAL DUTIES:

Performs responsible protective service work in the enforcement of laws and ordinances regulating the keeping of animals within the Township. Responsible for the handling, capturing, and humane destroying of wild and domesticated animals, and for the compassionate care and well-being of all impounded animals. May be required to handle vicious dogs/cats and/or rabid animals. Respond to calls from Police and Warren County 911 24hrs/7days a week.

JOB REQUIREMENTS:

- Maintain a mobile phone and keep this in operation during normal day working hours and while on-call.
- Responds to calls all day, night and weekends 24/7.
- Apprehends animals running at large and transport to kennel.
- Investigates citizen's complaints relating to wild and domestic animals.
- Provides for the rescue/care and treatment of sick, injured, endangered, distressed domestic and wild animals.
- Detain and/or remove nuisance (non-sick) wildlife.
- Traps for sick wild animals and stray cats.
- Assists in conducting dog census for Washington Township.
- Schedules and oversees annual Rabies Clinic with local veterinarian.
- Responds to animal control emergencies and disasters as outlined in the Animal Control Annex of the Emergency Management Preparedness Response plan.
- Assists Police in animal control related police matters. Rescues animals in the event of fires, and hazardous conditions.
- Must be able to integrate into Police Department's day to day operation.
- Ability to regularly work in outside weather conditions exposed to heat, cold, wet or humid conditions.
- Lives within close proximity of the Administration/Police Building is preferred but not necessary.

EDUCATION&EXPERIENCE:

Education: Any combination of education and experience equivalent to graduation from high school.

Licensing and/or Certification: NJ State Certified Animal Control Officer required.

Special Requirements: A valid appropriate driver's license.