

**Town of Milford, Massachusetts
Job Description**

Position Title:	Animal Inspector	Annual Stipend	
Department	Animal Control	Date:	2020
Reports to:	Town Administrator	FLSA Status	Non-exempt

Statement of Duties

Under the general supervision of the Town Administrator and the Board of Selectmen, this position will perform a variety of animal inspections and public health related duties as stated in M.G.L. Chapter 129. Is responsible for ensuring that all animals and boarding facilities in the Town comply with the regulations and health standards prescribed by the State Department of Food and Agriculture, Division of Animal Health

Conduct an annual inspection of all bovine animals, horses, sheep, pigs, etc. for health and presence of disease; check health certificates and evidence of testing and vaccination; prepare and submit annual reports to the Division of Animal Health; conduct similar inspections for animals imported from out-of-state.

Investigate all reported cases of animal bites of humans including dogs and cats; check health of animal for any evidence of distemper or rabies; locate owner and quarantine accused animal for prescribed period; prepare required reports and submit to Division of Animal Health weekly; maintain appropriate files.

Perform services on an on-call basis and maintain liaison with the Animal Control Officer, area hospitals and the Board of Health.

Perform other related duties as required.

Education and Experience

Equivalent of a high school education with additional knowledge of animal husbandry. Two to three years of related experience in working with animals and obtaining a working knowledge of healthcare and disease recognition.

Independent Action

Establish own work plan and priorities to assume timely completion of assigned work in conformance with departmental policies and practices. Refers all contagious disease cases to the State Division of Animal Health.

Supervisory Responsibility

None

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the mutual agreement between the employer and employee, as the needs of the employer and requirements of the job change.

Board of Selectmen
Animal Inspector