



TOWN OF WAITSFIELD

Position: Dog Warden

NATURE OF POSITION

The Dog Warden is appointed each year by the Selectboard for a 1-year term to administer and enforce Waitsfield's Dog Ordinance. The Dog Warden responds to citizen complaints; handles animals in a humane and responsible manner; and deals tactfully but firmly with animal owners. Independent judgment is expected, guided by the Selectboard's instructions and applicable state statutes.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Dog Warden shall have the following specific duties:

- Respond to complaints about dogs in violation of the ordinance within the town of Waitsfield.
- Apprehend and transport dogs in a safe and humane manner to the designated pound.
- Investigate dog bites and report them to the proper authority.
- Maintain records and prepare reports of reported incidences.
- Submit payroll request to the Town Treasurer at least quarterly, including summary of calls and the disposition of the incidents.
- Develop and implement procedures where necessary with Selectboard oversight.

DESIRED QUALIFICATIONS, ABILITIES, AND SKILLS

The following qualifications, abilities, and skills are desired:

- No minimum level of education is required; however, a thorough knowledge of the ordinance, as well as applicable state statutes, will be necessary.
- Knowledge of animal behavior, animal control laws, and skill in handling animals.
- Knowledge and/or experience in the use of various animal snaring tools and equipment.
- Valid Vermont driver's license.
- Good interpersonal skills are essential.

COMPENSATION

Compensation has been determined by the Selectboard at \$60 per month. In addition, the Dog Warden will receive at least \$15.00 for each reported pick-up or offense per the fees established in the Dog Ordinance.

OTHER

Waitsfield is an equal opportunity employer.

May 2007