



# 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