



Animal Inspector
for the
Board of Health

Part-Time Stipend Position

The Town of Holliston seeks qualified candidates for the position of Animal Inspector. The Animal Inspector is responsible for annual barn inspections and record-keeping required by law, investigating animal complaints, and investigating cases of animal cruelty and neglect. Applicant must have knowledge and experience with the inspection of animals, animal control procedures, and enforcement of local and state laws and regulations. The position is nominated by the Board of Health, appointed by the Health Director and the Division of Animal Health for the Commonwealth of MA, and reports to the Health Director and the Board of Health. Successful candidate may be subject to a pre-employment physical and drug testing. Annual stipend is \$1,000.00, paid in December and June. Hours are flexible, on-call and include nights and weekends.

A job description and application are available on-line at www.townofholliston.us

Please send application and resume to:

Holliston Board of Health
Scott Moles, Health Director
703 Washington Street
Holliston, MA 01746

Deadline to file an application is noon on Friday, July 7, 2017.
The Town of Holliston is an EEO employer.

**Town of Holliston
ANIMAL INSPECTOR**

Summary:

The stipend position of Animal Inspector investigates animal complaints in the Town of Holliston, investigates cases of animal cruelty and neglect, and performs annual barn inspections and record-keeping as required by law. The position is nominated by the Board of Health, appointed by the Director of the Division of Animal Health for the Commonwealth of Massachusetts, and reports to the Health Director and the Board of Health.

Duties and Responsibilities: Duties may include, but are not limited to:

- 1) Provide annual barn book to the Department of Agricultural Resources, Division of Animal Health as required by law and provide an annual summary report to the Health Director.
- 2) Perform all Animal Inspector duties as required by law, including the investigation of animal complaints; cases of cruelty, neglect or aggressive animals; animal hoarding; removal of wildlife from public property; and annual barn inspections.
- 3) Provide monthly updates and activity reports to the Town Administrator and Board of Health.
- 4) Attend meetings, as necessary.
- 5) Establish effective working relationships with the Animal Control Officer, Health Director and Agents, Police Department, local veterinarians, state agency officials, the general public and animal care facilities and professionals.
- 6) Inform residents of laws, procedures, risks of rabies and proper animal care.
- 7) Report suspected cases of rabies to the Health Agent and Animal Control and takes proper action to confine animals for determination and prevention.
- 8) Completes records, logs, fines imposed, and non-criminal tickets issued.
- 9) Respond to calls; seek veterinary care for injured animals and decide the disposition of roadside kill such as skunks, opossums, raccoons, deer and cats.
- 10) Duties as outlined by the EEA, Department of Agricultural Resources, Municipal Animal Inspector Qualifications and Duties.

Minimum Qualifications: Must be appointed, or eligible for appointment within three (3) months as an Animal Inspector by the Massachusetts Director of the Division of Animal Health of the Department of Food and Agriculture.

Professional Licenses: A valid MA Driver's License.

Required Knowledge, Skills, and Abilities: Must have knowledge and experience with the inspection of animals, animal control procedures, enforcement of local and state laws and regulations, habits and habitats of various breeds of animals (including domestic animals, livestock, wildlife, exotics, and animal imports), rabies prevention, and preparation of suspect animals for rabies testing. Must be able to effectively communicate and be able to work effectively with the public including high stress situations. The ability to maintain detailed records and statistics and to prepare and submit reports as required by the Department of Agricultural Resources, Division of Animal Health. A minimum of one (1) year of professional experience performing animal care and inspectional duties is required.