



TOWN OF KITTERY
Office of Human Resources
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1332 Fax: 207-439-5407
jobs@kitteryme.org

– OPPORTUNITY –
Animal Control/Parking Enforcement Officer

The Town of Kittery has an opening for an Animal Control/Parking Enforcement Officer. This full-time, non-exempt, union position is on-duty for five (5) consecutive eight (8) hour days, Thursday through Monday during the peak season (Mid-May through September). The off-peak season schedule will be flexible to allow for a change of schedule (Monday through Friday, or an agreed upon alternative approved by the Chief of Police).

The pay rate for a Non-Maine Criminal Justice Academy (M.C.J.A.) certified employee is \$19.50 per hour, plus an additional 3% stipend for Animal Control Officer Certification which must be obtained within one year of original appointment to position.

The pay rate for M.C.J.A. certified reserve officer ("Green Pin") is \$22.00 per hour, plus an additional 3% stipend for animal control office certification.

The pay rate for M.C.J.A. certified full-time officer ("Blue Pin") is governed by current contract guidelines plus an additional 3% stipend for animal control office certification. The current contract pay rate is \$22.77, however up to eight (8) years of prior police officer experience may be applied to pay, longevity and vacation earned.

This position is eligible for medical, dental, vision, life insurance, short-term disability and retirement benefits.

Other Benefits of Working for the Kittery Police Department

- Lateral entry for "Blue Pin" up to the 8 year pay step = \$29.16 per hour, 120 hours vacation
- \$700 annual clothing allowance
- 4-hour minimum for court appearances
- Load bearing vests
- Maine State Retirement Special 1C Plan, 20 year, no age requirement
- 12 paid holidays, 2 personal days
- Excellent health insurance provided by Allegiant Care
- Single employee health coverage level covered by Town upon qualified retirement with a minimum of 15 years of service
- Tuition Reimbursement
- \$300 physical fitness incentive stipend

The purpose of this position is to enforce all laws relating to dogs, cats, other pets, and nuisance wild animals for the Kittery Police Department. This position is also responsible for enforcing all parking laws within the Town of Kittery. This position reports to the Chief of Police. Duties include, but are not limited to: planning programs; educating the general public; locating wild animals; maintaining rabies awareness; enforcing all animal-related laws; enforcing all parking laws and performing additional tasks as assigned by the Chief of Police.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans and implements rabies control and prevention program; assists and educates all afflicted parties exposed to rabies, directly or indirectly; locates and kills any wild animal which has scratched or bitten any domestic animal or person; sends carcass to laboratory for analysis
- Ensures dog licensing compliance and rabies vaccination for dogs and cats; maintains rabies awareness and animal control law updates
- Captures stray/abandoned animals; delivers same to contracted shelter; informs, warns, and summons owners of dogs running at large
- Performs foot patrols in high incident areas with a strong focus on Fort Foster, Seapoint Beach and Kittery Foreside
- Enforces all animal control laws as set forth by State law and Town ordinance
- Provides backup to all department officers in all their required duties
- Utilizes various machines and equipment in the delivery of service, such as animal handling gloves, control pole, muzzle, leash, grasper, cage, and firearms
- Reviews and receives various reports, documents, and forms, including, incident reports, rabies status letters, and summons
- Enforces all parking regulations within the Town of Kittery
- Generates and documents reports regarding incidents, complaints and enforcement activity
- Performs other related duties as required

Essential Knowledge, Experience, Skills and Abilities

- High school diploma or GED required
- Must be able to obtain and maintain animal control officer certification
- Criminal Justice Academy certification is strongly preferred
- Ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, elected officials, and general public, beyond giving and/or receiving instructions
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures
- Ability to produce reports that are accurate and complete
- Must possess appropriate driver's license

Physical Requirements

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must maintain proficiency with firearms issued by the department and as prescribed through the general orders
- Must be physically able to operate a variety of machines and equipment, including, but not limited to: animal handling gloves, control pole, muzzle, leash, grasper, cage, and weapons
- Must be physically able to operate a variety of machines and equipment, including, but not limited to: police vehicles, computer, typewriter, telephone, copier and facsimile machine, radar unit, intoxilyzer, body armor, police radar, baton, handcuffs and firearms
- Must be able to move or carry job-related objects or materials. Must be physically capable of pushing, pulling, and lifting relatively heavy objects weighing more than 100 pounds
- Must be capable of exercising self-control and physical effort when confronted with emergencies and potentially dangerous situations involving the use of firearms and physical force
- Requires demonstrated skill and proficiency in the operation and use of an automobile, firearms, animal restraints, and use of such equipment
- Physical demand requirements are at levels of those for heavy physical work

- Work is normally performed in an office environment and outside. Work is performed in an environment with numerous undesirable conditions including noise, dust, heat, and cold. Occasional hazards are those associated with the law enforcement and animal control professions such as potential injury or death, animal bites, dealing with sensitive or explosive situations involving physical and/or mental abuse and stress

Please complete the application located on our website at www.kitteryme.gov under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery
Attn: Human Resources
200 Rogers Road, Kittery, ME 03904
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Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity/Affirmative Action Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.