

Job Title:	Code Enforcement Officer / Animal Control	Position Type:	Full Time / Non-Exempt
Division:	Administration	Department:	Public Safety

Description of Work

ROLE AND RESPONSIBILITIES

General Definition: Conducts on-site inspections and initiates abatement procedures to ensure residential and commercial property complies with applicable codes and ordinances, and performs other duties as assigned by the section head, Public Safety Director, or his designee. Performs all duties of the Animal Control Officer.

Supervision Received: Work is performed under general supervision of the Administrative Captain and the direction of the Assistant Chief.

Supervision Exercised: None

Examples of Duties: Conducts field inspections to ensure compliance with all applicable tall grass, nuisance, parking and related city ordinances and codes. Initiates code violation abatement procedures as appropriate. Responds to requests for code interpretation and application from property owners and officers. Provides information to citizens on ordinances concerning tall grass, nuisance, and parking ordinances. Will issue citations when applicable to violators. Will perform special assignments. Prepares daily and monthly reports, and will testify in court as required. Performs all duties of the Animal Control Officer: Patrols the City, impounds stray animals or animals that are in violation of City Ordinance. Responds to complaints and calls for assistance regarding stray, loose, unlicensed, noisy, neglected, abused, sick and injured animals. Sets traps for and removes captured animals. May perform firefighting duties. Performs special assignments. Prepares daily and monthly reports. Testifies in court as required. Keeps the kennel clean at all times. Meets with citizens, after hours, if necessary, to resolve issues and/or complaints.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of applicable codes, ordinances, and regulations pertaining to tall grass, parking violations, nuisances, and the proper disposition/abatement procedures needed to take care of these problems. A good working knowledge of all codes and ordinances which the Public Safety Department deals with on a day-to-day basis. (Also, see Animal Control Officer)

Skills: Must possess the skill to communicate in writing; skill to communicate orally; skill in walking long distances over and under obstacles and under a variety of weather conditions; skill in driving a light truck; skill in operating a two-way radio; skill in dealing with irate and upset persons. (Also, see Animal Control Officer)

Abilities: Ability to interpret statutes, ordinances, codes and policies; ability to follow oral and written directions; ability to push, shove, lift, pull and physically handle heavy objects for short periods of time; walk door to door seeking information about a crime or person, walk long distances (over ¼ mile) to search for missing persons/suspects/evidence; may include searching difficult areas e.g.: woods, creeks, construction sites, etc. Administer CPR/first aid and AED in emergency medical situations. Operate a motor vehicle for extended periods of time (several hours), remove from roadway objects posing traffic hazards, e.g.: debris, tree limbs, loose livestock, help with changing a flat tire, fight fires when needed. Communicate effectively, via police radio, telephone, and in person, with citizens, co-workers, supervisors, and instructors, including persons of diverse

backgrounds, without bias or prejudice. Behave in a manner conducive to high morale; express enthusiasm for work assignments, environment, personnel and management. Use and maintain departmental equipment safely, properly, maintain an acceptable physical fitness level, including visual acuity correctable to 20/20 without color blindness. Maintain appropriate uniform and acceptable personal hygiene. Must not pose a threat to the health and safety of self or others. Maintains various files. Lift, carry, drag, hold, pull and push property, weighing up to 40 pounds, moving them to remote site by dolly, motor vehicle and by hand. Operate a motor vehicle with occasional overnight travel for training and/or multi-site repairs. Communicate effectively, courteously, and clearly in English, verbally and in writing with citizens, employees and with people of diverse backgrounds: includes speaking distinctly, hearing in the normal range. Stoop, squat, kneel, climb, bend, crawl, twist, sit, stand, walk and stretch to reach enclosed areas. Performs tasks in temperature extremes both inside and outside, with presence of chemical, mechanical and electrical hazards. Make ethical decisions that conform to applicable laws, Department Policy Regulations, etc. Comprehend and apply city policies and procedures. Answer and place telephone calls related to codes and ordinances. Clean and maintain all city issued equipment. Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly and with correct grammar and spelling. Follow through on assignments in a timely manner. Develop, utilize and recommend methods of work improvement. Observe and report hazardous conditions. Arrive at work on time; work in assigned area. Operate a truck type vehicle. Be flexible as to duty hours and call-outs as required. Successfully complete all assigned training required for any state certifications. Work well with the public and co-workers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism and/or adverse conditions. Begin and seek out work without supervision. (Also, see Animal Control Officer)

Education: High school graduate or GED.

Experience: A minimum of one year of experience in municipal government or code enforcement preferred. A minimum of six months of experience providing services and/or information to the public preferred.

Any work-related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver’s license and driving history acceptable to the City. Certified as a Code Enforcement Officer within two years of employment. Maintain any required certifications. Certified or ability to gain certification by the Texas Department of Health for Animal Control Officer certification.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.

Job Description:	Code Enforcement – Animal Control Officer / Public Safety	Revised:	October 1, 2022
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