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JOB DESCRIPTION

JOB TITLE: Code Enforcement/Animal Control

DEPARTMENT: Police Department

FLSA Status: Non-Exempt

JOB SUMMARY:

Performs enforcement and administrative duties, regarding established municipal codes associated with animal control, weed abatement, traffic control, trash and snow removal, and abandoned/wrecked vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City retains the right to modify or change the duties or essential functions of the job at any time.

- Performs patrol throughout the City to locate, apprehend and impound stray animals running at large.
- Responds to and investigates citizen complaints of stray animals, animal nuisances or reported abuse or negligence.
- Transports apprehended animals to the animal shelter or to local veterinary medical facilities in the case of injury or neglect.
- Operates, oversees and maintains the animal shelter by ordering supplies, coordinating the animal adoption program and performing other required functions of the shelter.
- Enforces established City weed control, tree trimming, trash and snow removal and abandoned/wrecked vehicle ordinances by contacting and educating citizens, issuing warning tickets and summonses, and testifying in court as required.
- Prepares and maintains a variety of reports, records and logs that record daily activities and incidents and provides backup and follow-up records when needed.
- Responds to calls from other departments or the public regarding ordinance infractions.
- Performs basic vehicle and equipment maintenance.

OTHER DUTIES AND RESPONSIBILITIES:

- Addresses questions from the public and/or directs the inquiry to the appropriate department.
- Performs other related duties and special projects as assigned by City ordinance and/or Community Development Director.

REPORTING RELATIONSHIPS:

This Position Reports to: Chief of Police.

This Position Supervises: None.

EXPERIENCE AND TRAINING:

Minimum Education: High school diploma or GED equivalent.

Job Requirements: Requires a valid Colorado Driver License; may require a Commercial Driver's License (CDL) to operate City equipment and/or vehicles. May require certification in First Aid and CPR.

Special Training or Experience: Euthanasia certificate preferred. Animal Control Certificate within one year of hire. Successful completion of handgun qualification; ASP, Intoxilyzer, radar, blunt munitions (bean bags)

Work Experience in Positions Similar or Related to This Job: Requires a minimum of two years of experience in a similar position with demonstrated ability to work with and handle animals safely.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of ordinance enforcement and animal control principles, procedures and practices.
- Basic knowledge of government regulation and the ability to read, interpret, apply and communicate the requirements of selected provisions, codes and regulations.
- Solid customer service skills.
- Solid interpersonal and organizational skills, tact and ability to resolve problems and manage conflict.
- Ability to work independently and exhibit skills in organization and professional level services.
- Ability to respond calmly and effectively in stressful situations.
- Ability to adhere to the laws, policies and ethics of confidentiality.
- Ability to handle animals effectively and perform physical tasks associated with the assignment.
- Skills in utilizing problem-solving strategies.
- Ability to write effective and comprehensive reports.
- Knowledge of current technological capabilities and applications.
- Ability to establish and maintain effective working relations with employees, supervisors, other organizations and the general public.

EQUIPMENT USED: Reference ADA Profile
ENVIRONMENTAL CONDITIONS: Reference ADA Profile
PHYSICAL REQUIREMENTS: Reference ADA Profile
OTHER REQUIREMENTS: Reference ADA Profile

Justin Vargas

Date

Evan Lopez

Date