

CODE ENFORCEMENT/ANIMAL CONTROL OFFICER

DESCRIPTION OF WORK

Under direct supervision of Community Development Director will perform work in the enforcement of ordinances relating to animal control, public nuisances, property maintenance, signs and parking; makes site inspections; issues violations, warnings or summons notices, maintains records and appears in court.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES ARE: Enforces a variety of ordinances pertaining to abandoned vehicles, stray animals, weeds, litter, trees, signs, and parking; takes action on citizen complaints; processes and issues warnings and citations, written notices and municipal court summons to violators; patrols city streets; conducts on site inspections and documents violations; maintains records including computerized files on the status of complaints and violations; collects fees and arranges for the release of animals; prepares evidence and provides testimony for violations in municipal court; testifies in court; conducts follow-up inspections for compliance; attends meetings.

OTHER DUTIES INCLUDE: Performs other duties as assigned.

QUALIFICATIONS

Knowledge of and skill in the handling and care of dogs and other domestic animals.

Must possess good communications skills, both written and verbal.

Must possess excellent customer service skills.

Must possess excellent computer skills with touch key typing skills.

Ability to learn, interpret and enforce ordinances and regulations.

Ability to learn to operate various mechanical devices.

Ability to pursue and capture a wide variety of large and small animals.

Ability to apply safety practices in apprehension and care of animals.

Ability to perform heavy physical work and to lift and carry up to 100 pounds.

Ability to stand, walk, sit, climb, twist, reach, pick, kneel, grasp, bend, crawl, push, pull and perform a variety of body movements.

Ability to talk and hear in person and by telephone; ability to see and read instructions and observe code violations.

Ability to establish and maintain effective working relations with officials and the public, and maintain effective customer service skills.

Possess hand/eye/foot coordination adequate to use hand tools, fax, computers, and operate a vehicle.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school. Some experience in working with animals. Public speaking experience preferred.

SPECIAL REQUIREMENTS

Possess a valid Colorado driver's license. Must successfully pass a background check and pre-employment drug test.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.