



Code Enforcement/Animal Control Officer

Essential Functions

Code Enforcement

- Patrols/monitors for and responds to and inspects complaints of potential code violations relating to litter, trash, signage, nuisances, hazardous or other conditions, animals, noise, dumping, clearing, filling, polluting, and all other code related matters regarding local, county and state ordinance violations.
- Patrol streets and alleys of the city to prevent or detect code and ordinance violations.
- Respond to complaints/inquiries regarding reported code violations.
- Investigate reported violations, take photographs, and inspect properties for code violations or health related concerns.
- Conduct property inspections for possible violations of City code and/or ordinance. Follow up to ensure compliance.
- Prepare correspondence and certified mailings to inform property owners of code violations.
- Issue warnings, correction notices, and deadlines regarding violations.
- May testify in court proceedings and/or administrative hearings regarding code violations.
- Enforce sign ordinances and report violations.
- Work to ensure citizens and commercial business owners are made aware of City standards, ordinance, state laws and City services and processes.
- Coordinate with Police Officers on code enforcement and other quality of life issues.
- Work with City departments in code enforcement when requested.
- May be required to work some weekends or evening hours to achieve unit goals and objectives.
- May be required to create presentations for the City Council, City officials, businesses, and the public.
- Regular attendance and punctuality are essential functions of this job.
- Performs other special assignments as required.

Animal Control

- Enforces state and local laws related to animal control or cruelty by responding to citizen complaints/concerns and investigating animal cruelty and bite cases.
- Apprehension, control, and confinement of loose, stray, injured, abandoned or dangerous animals.
- Assists in resolving conflicts between parties involving animal control issues.
- Responsible for developing and maintaining relationships with animal rescues and foster homes to rehome as many animals as possible.
- Responsible for developing and maintaining relationships with Veterinarians and other animal health care providers to ensure shelter animals receive the highest quality care at the best possible cost.
- Responsible for handling live or dead animals on a consistent basis.
- Responsible for the preparation of animal species submitted for testing.
- Responsible for setting and baiting traps when needed.

Knowledge, Skills, Abilities

- Knowledge of computer programs such as Word, Excel, Power Point, etc....
- Excellent communication skills both oral and in writing.
- Must be able to multitask several projects at once.
- The ability to interpret City Ordinances, Code of Ordinances.
- Ability to maintain accurate records, write accurate citations and prepare reports.
- Ability to search multiple databases and research information.
- Ability to deal courteously with the public and deal with irate and/or unhappy citizens in a professional manner.
- Attending training and schools as needed, some may be out of town and require overnight stay.
- Ability to bend and stoop often and lift as much as 50 pounds.

Experience

- Two (2) years of code enforcement, animal control, or animal cruelty experience is required, or any combination of education and experience deemed appropriate by the employer.

Language Requirements

- Bilingual Preferred: Spanish and English.

Education/Certification/Licenses

- High School Diploma or GED equivalent.
- Valid Texas Driver's License.
- Registered as a Code Enforcement Officer.
- Must be eligible for Texas Commission on Law Enforcement Certification.
- Certified as an Animal Control Officer.
- Previous municipal experience preferred.