



## Code Enforcement/Animal Control Officer

### Essential Functions

#### Code Enforcement/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 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
- Patrols/monitors for and responds to and inspect complaints of potential code violations relating to litter, trash, signage, nuisances, hazardous or other conditions, animals, noise, dumping, clearing, polluting, and all other code related matters regarding local and state ordinance violations.
- Maintains accurate records of services rendered and prepares written reports in a timely manner.
- Responsible for compiling and maintaining all required documents and reports including but not limited to issuing correction notices and writing letters to obtain compliance.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Prepares and conducts presentations, assists in coordinating conferences/classes, and remains current with Continuing Education requirements.
- Conducts field investigations for potential violations, issues warnings, correction notices, or citations.
- Meets and work with the public to review and explain code requirements and violations or potential violations to remain in compliance with all City and State Ordinances.
- Provides information to people who request information or assistance in code enforcement or other related matters.
- Assist in performing public relations and educational activities regarding department activities.
- Maintain a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.

- Obtains, prepares and/or presents reports, exhibits or other evidence for court as required
- Performs other related duties as assigned

#### Knowledge, Skills, Abilities

- Considerable knowledge of equipment, facilities, materials, methods, techniques and practices used in animal control/cruelty, public health, compliance and monitoring activities.
- Knowledge of State/Local ordinances regarding code and general sanitation regulations; code enforcement principles, practices and methods as applicable to a municipal setting; various land use, nuisance and public safety codes.
- Working knowledge of investigative techniques.
- Ability to work safely with, properly handle, and dispose of hazardous materials. Ability to: prepare, organize and maintain inspection of field data, reports and systems; analyze complex situations, problems and data, and use sound judgment in drawing conclusions to make decisions; comprehend and articulate complex facts and relationships in detail, and to summarize and write clearly, concisely and legibly
- Ability to testify in court in an objective, concise, and professional manner.
- Produce or obtain reports, graphs, charts, photographs, evidence or exhibits.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the public.
- Ability to handle stressful situations and effectively deal with difficult people.
- Skill in operation of the listed tools and equipment.
- Skill in environmental sampling, compliance or animal care, preferably in positions related to public health.
- Basic knowledge of all animals.
- Ability to work after hours, weekends and holidays.

#### Experience

- Two (2) years of related work experience in code enforcement, animal control, or animal cruelty or a related field; or any equivalent combination of education and experience, equivalency to be determined by the City.

#### 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.
- Certified as an Animal Control Officer.