



JOB DESCRIPTION

ANIMAL CONTROL/CODE COMPLIANCE OFFICER I

DEFINITION

Under direct supervision, enforces state and local laws regarding stray, dangerous, nuisance and improperly kept domestic, wild, exotic animals and livestock; investigates complaints and patrols assigned areas; inspects, investigates and secures enforcement of local and state laws, ordinances and codes. This job class functions at an entry level of classification. Employees in this classification are responsible for enforcing applicable regulations in a civilian capacity and with limited peace officer authority in the area of animal control and code compliance. This position is split between animal control and code compliance duties. This job class requires the ability to assess an emergency situation, make decisions within established parameters, and implement procedures effectively.

EXAMPLES OF DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Operates a city vehicle to control animals at large, enforcing animal ordinances and impounding stray animals; responds to radio and telephone dispatches for animal complaints from citizens;
2. Transports captured animals to the County Animal Shelter;
3. Investigates animal bites and arranges for appropriate identification and quarantine of aggressor animal;
4. Issues citations for violations of city ordinances in regard to animals; issues notices of abatement and of violations;
5. Conducts periodic rabies clinics and dog licensing program activities;
6. Handles injured or sick animals and provides first aid to them as necessary;
7. Investigates complaints and problems related to possible violations of applicable local and state laws, ordinances and codes;
8. Inspects properties to determine compliance of property maintenance standards and ordinances;
9. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

High school graduation or equivalent; 1 year experience working with animals, some experience with code compliance helpful; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.



JOB DESCRIPTION

Knowledge, Skills and Abilities

Working knowledge basic codes, ordinances, laws, and regulations governing possession of animals within the city and governing zoning and building; the city, locations of streets and all areas in and around the City.

1. Use independent judgment in periodically non-routine situations, such as assessing animal behavior and making appropriate decisions as to actions to be taken;
2. Apply concepts of rational thinking in interpretation of municipal code on a case by case basis.
3. Comprehend and correctly use a variety of informational documents including incident reports and complaint letters.
4. Prepare incident reports, records and logs using prescribed format and conforming to all rules of punctuation, grammar, diction and style;
5. Comprehend a variety of reference books and manuals including departmental rules and regulations, laws and ordinances pertaining to animals.
6. Ability to communicate and maintain effective working relationships with local residents, Sheriff's Department, coworkers, supervisor, and other City personnel verbally and in writing.

SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record. All employment offers made by the City are contingent upon establishing proof of an individual's legal authorization to work in the United States and successfully passing a pre-employment physical exam.

Must be able to obtain within 9 months P.C. 832 certification.

WORKING CONDITIONS

Incumbents must be able to perform tasks related to maintenance and construction work which may include lifting objects weighing 50 pounds or more; moderate exposure to dust, temperature, noise, and inclement weather; occasional exposure to hazardous work construction.

ESSENTIAL ELEMENTS

Aptitudes

Eye/hand coordination, hearing/listening and smelling.

Physical Demands

Limited stooping, sitting, limited kneeling, standing, walking, lifting (over 50 pounds), touching dexterity (hand and finger), carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving vehicle, limited climbing, moving objects, hazards, and fatigue.

Mental Requirements

Reading and writing - simple, memorization, analyzing, math skills, judgment, and decision making.



JOB DESCRIPTION

Work Environment

Works alone, with others, and around others, verbal contact with others, face-to-face contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, mechanical and electrical equipment, high places, fumes/odors, and dirt/dust. Performs a wide variety of duties.

Equipment

Telephone, calculator and maintenance tool equipment.