

# Code Enforcement/Animal Control Position

Posting updated 11/30/2023

## Description

- Consults with and coordinates activities with City Manager. Conducts onsite inspections and re-inspections, investigates, and determines existence and type of housing, signage, health, noise, animal, public safety, property maintenance and/or nuisance code violations and recommends corrective actions to bring about compliance, determines time frames for compliance achievement; issues notices of violations and works with Fritch Police Department if citations are needed to bring about compliance.
- Answers inquiries from and advises property owners, builders and the public regarding compliance with City regulations and ordinances, property maintenance standards, regulatory practices and current active code enforcement cases; responds to citizen complaints regarding potential code violations; conducts research regarding property ownership, current and past permits and applications, and applicable codes; coordinates code enforcement actions with Police and City departments and other agencies when necessary.
- To enforce State and City laws, ordinances, and regulations pertaining to animals; to patrol an assigned geographical area and respond to public inquiries and complaints; and to provide information and assistance to the public.
- Transports animals to the City animal shelter; maintains the cleaning of the animal shelter on dally basis, assigns kennels, and the care, welfare of the animals within. Captures and impounds, sick, injured, trapped, or vicious domestic and wild animals; quarantines animals involved in biting incidents; schedules with local veterinary services euthanization of sick, injured, and unclaimed animals that have been kenneled beyond the required time allotted that are unable to be adopted.
- Maintains city vehicle and equipment in proper working condition; cleans and requests repairs of vehicle and equipment as necessary.
- Maintains accurate, complete records of complaints, inspections, violations, and citations; prepares monthly written reports detailing code enforcement and animal control activity and results for presentation to the City Council.

## Ability to:

- Enforce animal and code regulations without biased.

- Learn, interpret, and apply laws and regulations of the City related to animal control and code enforcement.
- Perform a variety of activities and other duties not specified.
- Prepare written reports and maintain an efficient record-keeping system.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Respond to after-hours calls as needed.

## **Requirements**

High school diploma or GED

Valid Texas Driver's License

1 year of city, county, state and federal laws and regulations pertaining to Code Enforcement/Animal Control (preferred).

Must obtain State of Texas Certification as Code Enforcement Official - must be able to become a licensed Code Enforcement Officer within 1 year of employment.

Must obtain State of Texas Certification in Basic Animal Control - must be able to become a licensed Animal Control Officer within 1 year of employment.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance, stoop, kneel, crouch or crawl; and lift or move up to 50 pounds.

## **DISCLAIMERS**

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.

3. The City of Fritch has the exclusive right to alter this job description at any time without notice.

*In compliance with the Americans with Disabilities Act, the City of Fritch will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and to discuss potential accommodations with the employer.*

*The City of Fritch is an equal opportunity employer that is committed to inclusion and diversity. We take action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.*