

## **Community Service/Code Enforcement Officer**

**Police Department**

**Reports to the Chief of Police**

**Non-Exempt Hourly**

### **Summary**

Under limited supervision of the Chief of Police, the Animal Control/Code Enforcement Officer will perform work in the enforcement of ordinances relating to animal control, public nuisances, and property maintenance; makes site inspections; issues violations, warnings or summons notices, maintains records, and appears in municipal court.

### **Essential Duties/Responsibilities**

*The below list is intended to be illustrative of the responsibilities of the position and is not a comprehensive listing of all functions and tasks. The Town of Meeker retains the right to modify or change the duties or essential functions of the job at any time.*

- Cares for dogs impounded in the Town's animal shelter by feeding, watering, and checking them morning and evening, including some weekends; exercising dogs in the indoor run for at least 20 minutes per day; removing dog waste, cleaning, and sanitizing the facilities daily in a manner which meets the Colorado Department of Agriculture Animal Industry Division, Pet Animal Care Facilities, and Animal Shelter Regulations. Maintains records for all dogs impounded at the facility. Responsible for keeping dogs isolated in compliance with the animal shelter regulations including feeding and cleaning the isolation area.
- Oversees the duties of part time shelter staff.
- Responds to a wide variety of animal related calls. Responds to complaints and questions from the public. May mediate to resolve complaints. Enforces municipal/state animal ordinances and dog licensing requirements. Patrols the town for dogs at large; issues citations for violations observed, reunites owners with lost pets, finds unwanted animals homes, applies for grants to fund a spay/neuter program. Applies for and maintains all annual licensing requirements for the animal shelter.
- Enforces a variety of ordinances pertaining to abandoned vehicles, stray dogs, weeds, and litter; takes action on citizen complaints; processes and issues warnings and citations, written notices and municipal court summons to violators; patrols town 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.

### **Knowledge, Skills, and Abilities**

- Ability to pursue and capture a wide variety of large and small animals and to apply safety practices in apprehension and care of animals.
- Knowledge of 2-way radio procedures.
- Ability to deal with all types of animals in different situations.
- Knowledge of and skill in the handling and care of dogs and other domestic animals.
- Perform job duties without constant supervision.
- Must possess good communications skills, both written and verbal.
- Ability to learn, interpret and enforce ordinances and regulations.

- Ability to establish and maintain effective working relations with officials and the public and maintain effective customer service skills.
- Must be proficient in the use of desktop computer including MS Office products, department software and the internet.

### **Experience and Training**

- A high school diploma or equivalent is required.
- Some experience working with animals.
- Must possess a valid Colorado Driver's License and satisfactory driving record.
- Must have the legal ability to possess a firearm.
- Certification from National Animal Control Association (NACA) or Animal Welfare Association (AWAC) must be obtained within one year of employment.

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- 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 and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk, sit, climb, or balance, stoop, kneel, crouch or crawl and smell.
- The employee must frequently lift and/or move up to twenty-five pounds and occasionally lift/and or move up to one hundred pounds. Specific vision abilities required include close and distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee regularly works in outside weather conditions and occasionally is exposed to unsanitary conditions, airborne particles, and noise.
- The employee may encounter aggressive or vicious dogs and dangerous animals.
- The employee is required to spend a certain amount of time in an office environment.

### **Selection Guidelines**

- Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a local assignment to the position.
- 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.