

**Job Title: Code Enforcement/Animal Control Officer**

**Position Type:** Full-Time

**Department:** Police/Administration

**FLSA Status:** Non-Exempt

**Reports to:** Police Chief

**Overview:**

The Code Enforcement/Animal Control Officer is responsible for enforcing local and state regulations pertaining to animal welfare and public safety. This role involves responding to complaints, conducting investigations, and taking appropriate actions to address code violations. The officer also educates the community on responsible pet ownership and collaborates with other agencies to promote public safety and animal welfare.

**Responsibilities:**

**1. Investigation and Response:**

- Respond to reports and complaints related to animal control and welfare issues.
- Conduct on-site investigations to assess the conditions of animals and their environment.
- Investigate and respond to complaints from the public regarding potential code violations. Work with property owners to address and resolve issues.
- Document findings and gather evidence for potential legal actions.

**2. Enforcement of Regulations:**

- Enforce local and state animal control ordinances and regulations.
- Issue warnings, citations, or notices of violation as necessary.
- Work with law enforcement and legal authorities to ensure compliance.

**3. Animal Rescue and Handling:**

- Safely capture and handle animals in various situations.
- Coordinate with animal shelters and rescue organizations for the transport and care of seized or abandoned animals.
- Provide emergency care for injured or distressed animals when needed.

**4. Public Education:**

- Educate the public on responsible pet ownership, licensing requirements, and animal welfare.
- Conduct outreach programs to schools, community groups, and other organizations.
- Develop informational materials and resources to promote awareness.

**5. Collaboration:**

- Collaborate with law enforcement, health departments, and other relevant agencies to address public safety concerns.
- Provide testimony in court hearings related to code violations and enforcement actions.
- Attend court hearings as a witness and provide testimony related to animal control cases.

**6. Record Keeping:**

- Maintain accurate records of investigations, complaints, and enforcement actions.
- Maintain accurate records of inspections, violations, and enforcement actions.
- Prepare reports for management and legal proceedings.

**7. Emergency Response:**

- Respond to emergency situations involving animals, such as natural disasters or hazardous conditions.

**8. Other duties as assigned.**

**Qualifications:**

- High School diploma or GED.
- Knowledge of Code Enforcement and Animal Control laws, policies and procedures preferred.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and other relevant software.

**Physical Requirements:**

**1. Health and Wellness:**

- Overall good health to withstand the physical and mental demands of the job.
- Regular health check-ups to ensure continued fitness for duty.

**2. Strength and Endurance:**

- Ability to perform physical tasks such as lifting, carrying, and restraining individuals when necessary.
- Endurance to handle prolonged periods of standing, walking, and running.

**3. Vision and Hearing:**

- Good vision (with or without correction) to observe and assess situations from a distance.
- Adequate hearing to respond to radio communications and be aware of surroundings.

**4. Mobility and Dexterity:**

- Agility and flexibility for navigating various terrains and situations.
- Manual dexterity to handle equipment and conduct searches.

**5. Resilience and Stress Management:**

- Ability to handle high-stress situations and remain focused under pressure.
- Resilience to cope with the emotional challenges of animal control work.

**6. Driving Skills:**

- Proficient driving skills, including the ability to operate a vehicle safely in various conditions.
- A valid driver's license with a clean driving record.