

491 Ave H • P.O. Box 378
Poteet, Texas • 78065
Phone: 830.742.3574 • Metro: 830.276.3806 • Fax: 830.742.8747

Duties and Responsibilities Of the Code Enforcement Officer

SUMMARY OF POSITION:

Under the administrative direction of the City Administrator and Chief of Police, the Code Enforcement Officer performs complaint investigations and enforces the municipal building and zoning code including the minimum housing standards, environmental health, and zoning ordinances. The Code Enforcement Officer also performs a variety of technical tasks relative to assigned area of responsibility within the organization.

EXAMPLES OF WORK TO BE PERFORMED:

- Inspects single family homes, apartment buildings, businesses, vacant lots and other properties; ensures compliance with applicable zoning and environmental health codes, ordinances and regulations. Determines whether property is in compliance; issues notices of violation as required. Documents all actions and notices; perform follow-up inspections to ensure compliance.
- Responds to alleged violations; interviews complainant and witnesses, takes photographs of violations, document activities and update records.
- Meets with citizens who are in violation of city codes; explains actions required to comply with ordinances.
- Provides and maintains a positive customer service relationship at all times.
- Performs research to determine the approved conditional uses of property; researches ownership and takes action to enforce city codes.
- Maintains records and reports of inspections and surveillance activities; prepares reports as required.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Assists in preparing case reports for court or administrative proceedings; testifies in court and at administrative proceedings as necessary.
- Participates in joint enforcement efforts with the Poteet Police Department and other state or federal agencies on special projects designed to better maintain corridors or thoroughfares.
- Adheres to assigned work schedule and provides updates to the Chief of Police and City Administrator regularly.
- Treat all employees, citizens and guest with respect and courtesy.



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- Perform duties of a peace officer as outlined in the Poteet patrol officer job description.
- Performs duties as required.

REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- HS Diploma/GED supplemented by specialized training in code enforcement, building codes, and zoning regulations or related field.
- One year of general experience in building or construction trades, zoning, or enforcement of local, state and federal laws or regulations.
- Valid Texas class "C" driver's license.
- Possession of, or ability to obtain, a State of Texas Code Enforcement Officer Certificate within six months of the date of hire.
- Read, interpret and enforce applicable city, state and federal codes, ordinances and regulations related housing, zoning and environmental health issues.
- Perform mathematical computations.
- Services and activities of a code enforcement program.
- Principles, practices, methods and techniques of code compliance and building inspection.
- General construction methods.
- Collect and compile data from different sources. Operate office equipment including but not limited to computers, telephone, fax machine, laminator and printer.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Basic recordkeeping and file maintenance systems.
- Principles of business letter writing and basic report preparation.
- Pertinent Federal, state and local laws, codes and regulations.

DESIRED EDUCATION, TRAINING AND EXPERIENCE:

- Desired Texas Peace Officers license preferred.
- Certified as a Code Enforcement Officer II preferred.

ESSENTIAL PHYSICAL FUNCTIONS:



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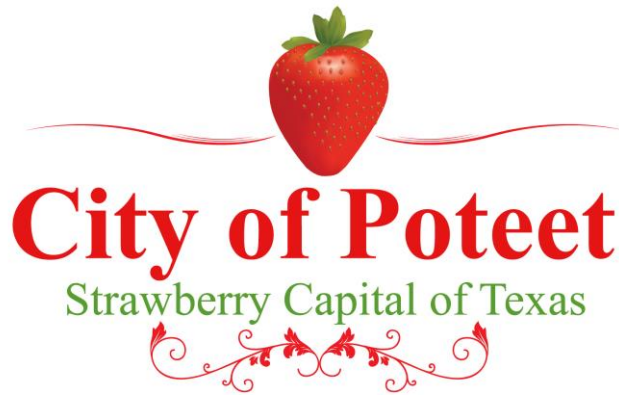
1. The physical activity of this position

- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Crawling. To move in a prone position with the body resting on or close to the ground, as a worm or caterpillar, or on the hands and knees, as a young child.

2. The physical requirements of this position

- Light work. Exerting up to 50 pounds of force occasionally, and/or up to 100 pounds of force frequently, and/or up to 20 pounds of negligible amount of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.



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- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

4. The conditions the worker will be subject to in this position

- The worker is required to function in narrow hallways, doorways, or passageways.
- The ability to navigate uneven terrain.
- Adverse weather conditions i.e. extremely hot, dry warm, or wet conditions.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Chief of Police
2. Directs: This is a non-supervisory position.
3. Other: Works closely with Police, and Public Works departments; federal, state and local government agencies; contractors; and the general public.

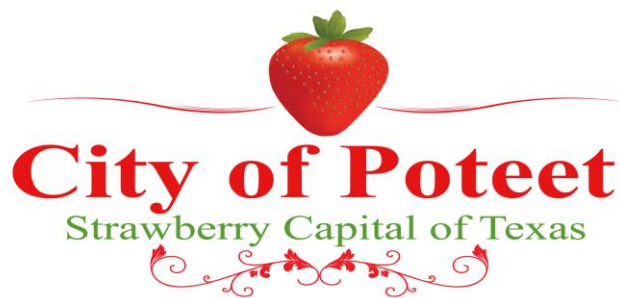
 Employee Signature

 Date

 Supervisor Signature

 Date

Non-Discrimination Statement "This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov."



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Duties and Responsibilities Of the Animal Control Officer

SUMMARY OF POSITION:

Under the direction of the Chief of Police, this position performs duties on a daily basis to maintain animal kennel areas and provides general care and feeding of animals. Duties include responding to complaints reported by the public; capturing stray or loose animals, removing dead animals and investigating biting incidents; issuing warnings and citations for animal control ordinance violations; caring for captured animals; cleaning animal shelter facilities and vehicles; euthanizing animals; and testifying in court when required.

EXAMPLES OF WORK TO BE PERFORMED:

- Performing a variety of duties related to the enforcement of city ordinances governing the care and maintenance of animals in the city.
- Enforce city animal control ordinance; interpret and explain to the public ordinance relating to the care and up-keep of animals; appear in municipal court as necessary; clean up dog kennels, feed and water animals in different buildings.
- Patrol city to search for animals running at large; investigate animal cruelty complaints; respond to calls and complaints regarding vicious, dead, stray or diseased animals.
- Impound, and dispose of animals as appropriate; provide basic treatment to injured animals; transport animals to veterinarian for treatment; euthanize unclaimed, wounded or sick animals; provide animal adoption services.
- Investigate reports of animals creating nuisances; take appropriate action. Investigate reports of animal abuse; follow up on reports of animal bites; prepare and monitor live animal traps as needed.
- Issue citations and notices to appear for violations of city ordinances; respond to public inquiries regarding domestic and wild animals; complete complaint reports including the outcome.
- Schedule will include some weekend and evening hours, including participation in an on-call rotation; must be available for callback in emergency situations and be able to adhere to a maximum one-hour emergency response time.
- Treat all employees, citizens and guest with respect and courtesy.
- Local rabies control authority, must investigate all rabies exposures.
- Perform duties of a peace officer as outlined in the Poteet patrol officer job description.
- Perform other duties as assigned.



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REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- High School diploma or GED; one year of experience related to animal care or control is preferred.
- Valid Class "C" Texas driver license.
- Basic certification issued by the State of Texas as a Certified Animal Control Officer.
- Certification in animal euthanasia; or able to obtain within one year prior to first anniversary.
- Must be able to obtain animal cruelty investigator certification within one year of start date.
- Operates animal cages, catch pole, opening and closing compartments on Animal Control Vehicle, assorted/related equipment related to animal apprehension.
- Ability to operate traffic control equipment and adequately operate a vehicle with an attached trailer.

DESIRED EDUCATION, TRAINING AND EXPERIENCE:

- Desired Texas Peace Officers license preferred.
- Operations, services and activities of an animal control program.
- Methods and techniques of euthanization of animals.
- Humane animal collection methods and practices, including the use of live animal traps.
- Animal diseases and sanitation practices.
- Various breeds of dogs, cats and other domestic animals.
- Behavioral characteristics of both domestic and wild animals.
- Completed the Dangerous Vicious Dog Bite Investigation course.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Stooping. Bending body downward and forward by bending spine at the waist.
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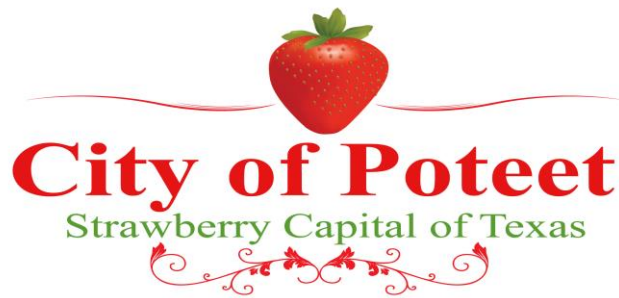
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ORGANIZATIONAL RELATIONSHIPS:



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Employee Signature

Date

Supervisor Signature

Date

Non-Discrimination Statement "This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov."