

# City of Warden

509-349-2326

FAX 509-349-2027

*121 So. Main Street*  
WARDEN, WASHINGTON 98857

## CODE ENFORCEMENT/ANIMAL CONTROL

Opening Date: 5.14.2024

This position is for technical investigation and enforcement work for the City of Warden. Responsible for enforcing violations of the Warden Municipal Code, not limited to nuisance abatement and animal control. Work is performed under the direction of the City Administrator. Part-time 20-30 hours per week. Position may increase to full time. \$22-\$23.50/hr. with Benefits. DOQ.

A complete job description and employment application is available from Warden City Hall, located at 121 S Main St., Warden, WA or on-line at [cityofwarden.org](http://cityofwarden.org)

The City of Warden is an Equal Opportunity Employer. Applications must be received at City Hall by 4:00 PM, June 7, 2024 first review. Open Until Filled.

## **CITY OF WARDEN**

**JOB TITLE:** Code Enforcement/Animal Control Worker

**EXEMPT:** No

**DEPARTMENT:** Community Dev.

**REPORTS TO:** City Administrator

**LOCATION:** City Hall/ City Shop/ mobile

**SUMMARY OF POSITION:** This is technical investigative and enforcement work for the City of Warden. An employee in this classification is responsible for enforcing violations of the Warden Municipal Code, with a primary focus on, but not limited to nuisance abatement and animal control.

This is a part-time position (20-30 hours as directed). Work is performed under the direction of the City Administrator, who receives his direction from the Mayor.

### **ESSENTIAL FUNCTIONS:**

- Conduct field investigations, interview witnesses, research property information, review applicable codes, photograph site and gather evidence on purported violations.
- Issue infractions and provide follow-up to departments and municipal court.
- Perform follow-up inspections to insure violations are corrected.
- Meet with citizens, and business operators to inform them of violations, explain the intent of the codes and provide options on resolution through written and verbal communication on specific issues.
- Coordinate efforts with the department, and other agencies to ensure appropriate action and uniformity of interpretation, application and enforcement of regulations and codes.
- Prepare detailed documentation for data entry, follow-up file and record keeping assuring timely handling of complaints.
- Provide assistance to the Prosecuting Attorney's Office, or City Attorney in Municipal Court, if required and may appear as a witness in court in legal actions taken to gain compliance.
- Attend meetings, seminars, and classes in order to keep current with code amendments and new regulations or trends.
- Represent the Code Enforcement Department at various meetings.
- Participate in the establishment, development, or amendment of related codes and ordinances.
- Record animals claimed, adopted, released, and impounded into log books and board.
- File paperwork and cards.
- Communicate with Adams County Pet Rescue regarding animal control issues.
- Maintain a daily log of sheltered animals.
- Feed animals in kennel runs.
- Disinfect and rinse all outside runs until clean, store hoses and cleaning supplies
- Monitor security of all cages.
- Maintain records of code enforcement.

**OTHER JOB FUNCTIONS:**

- Performs other duties as assigned.

**WORKING CONDITIONS:**

**ENVIRONMENT:** Work is performed indoors and outdoors, in a variety of weather conditions including temperatures ranging from 120 degrees (F) to -40 degrees (F), winds up to 80 mph, blowing dust, precipitation including rain, snow, sleet and hail. Drive a vehicle in all weather conditions.

**PHYSICAL:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee frequently is required to stoop, kneel, crouch, or crawl. Maneuver quickly on foot, bending, stooping, crouching, carrying, dragging, pushing/pulling. Occasionally required to stand, walk, sit, and climb or balance. Frequently lifts and/or moves in excess of 25 pounds. Occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**HAZARDS:** Exposure to physical hazards from extreme conditions while gathering information, wet slippery work environment, confined spaces, loud noises. Dealing with hostile individuals and vicious animals.

**MINIMUM QUALIFICATIONS:** (The minimum amount of knowledge and ability required to be hired into the job.)

**KNOWLEDGE OF:**

- Enforcement principles and procedures or the ability to learn these principles and procedures.
- Use of vehicles, animal capture equipment, cell phone, personal computer, gloves, citation book, fire extinguisher, animal leash, camera and any other equipment designated.

**ABILITY TO:**

- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Maintain effective working relationships with others
- Write reports and maintain accurate logs and records.
- Operate computer (PC) based instrumentation and Microsoft Software.
- Ability to earn digital filing of infractions.
- Make accurate readings, writing reports, and maintain accurate logs, and records.
- Communicate and maintain effective courteous working relationships with the public.
- Follow oral and written instructions.
- Read and write the English language.
- Perform the essential functions of the job.
- Ability to work evenings or weekends as directed.

**EDUCATION & EXPERIENCE:** (Any equivalent combination of education and experience which provides the applicant with the knowledge, skill, and abilities required to perform the job.)  
Dependent upon the Department of the position posting.

- High school diploma or G.E.D.
- Washington State Drivers License
- Ability to pass background check; pre-employment and on-going drug screening
- 21 years of age
- Ability to attend training as directed by the City

**CERTIFICATES, AND OTHER REQUIREMENTS:** (Certain licenses and certificates, if required, may be acquired on the job as agreed upon by the City and employee.)

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121 So Main Street  
Warden, WA  
98857  
(509) 349-2326

# CITY OF WARDEN

## EMPLOYMENT APPLICATION

**\*DO NOT SUBMIT A PHOTOGRAPH OF YOURSELF\***

The City of Warden is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, sex, sexual orientation, national origin, age, marital status, genetic information, veteran's status, or any other basis protected by applicable discrimination laws.

READ APPLICATION CAREFULLY. ALL QUESTIONS MUST BE COMPLETED IN INK AND IN HANDWRITING OF THE APPLICANT. IMPORTANT: APPLICATIONS MUST BE SIGNED IN ALL DESIGNATED PLACES. FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY CAUSE APPLICATION TO BE REJECTED. THE CITY WILL MAKE REASONABLE ACCOMMODATIONS IN THE APPLICATION PROCESS FOR APPLICANTS WITH DISABILITIES.

Date \_\_\_\_\_

For what position are you applying: \_\_\_\_\_

### PERSONAL HISTORY

Name \_\_\_\_\_  
Last First Initial

Address \_\_\_\_\_  
No. Street City State Zip

Telephone \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Email \_\_\_\_\_

U.S. Citizen; or do you have a visa permitting you to work in the U.S. Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work: Full time \_\_\_\_\_ Seasonal \_\_\_\_\_

Date you are available for work: \_\_\_\_\_

If employed and you are under 18, can you furnish a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Police Officer Applicant must be 21 or over)

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**PERSONAL REFERENCES (NOT FORMER EMPLOYERS OR RELATIVES)**

Name and Occupation	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any relatives now employed by the City of Warden by name and relationship:

\_\_\_\_\_

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Veteran of the U.S. Military Services: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, branch: \_\_\_\_\_

Are there other experiences, skills, or qualifications which you feel would especially fit you for work with the City of Warden: \_\_\_\_\_

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**WORK HISTORY**

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. **Complete the following sections even if you are submitting a resume** in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here \_\_\_\_\_.

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Employer's Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Phone \_\_\_\_\_ Hours Worked \_\_\_\_\_

Position \_\_\_\_\_

Number Of Employees Supervised By You \_\_\_\_\_

Reason For Leaving

\_\_\_\_\_

Primary Duties

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer's Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Phone \_\_\_\_\_ Hours Worked Per Work \_\_\_\_\_

Position \_\_\_\_\_

Number Of Employees Supervised By You \_\_\_\_\_

Reason For Leaving

\_\_\_\_\_

Primary Duties

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If there is additional work history from the past ten (10) years, please provide additional sheet.**

**RECORD OF EDUCATION**

School	Name & Address	Course of study	Last Year Completed				Did you Graduate?		Diploma Or Degree
			1	2	3	4	Yes	No	
High	_____	_____	1	2	3	4	Yes	No	_____
College	_____	_____	1	2	3	4	Yes	No	_____
Other	_____	_____	1	2	3	4	Yes	No	_____

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**ACKNOWLEDGMENT OF EMPLOYMENT AT-WILL DOCTRINE**

I UNDERSTAND THAT IF HIRED I WILL SERVE AT THE PLEASURE OF THE CITY OF WARDEN AND THAT MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, OR FOR ANY REASON (CONSISTENT WITH EXISTING PERSONNEL POLICIES AND PROCEDURES, INCLUDING DUE PROCESS REQUIREMENT), WITHOUT RECOURSE.

\_\_\_\_\_  
Applicant's Signature

THE FACTS SET FORTH IN THIS APPLICATION FOR EXAMINATION ARE TRUE AND COMPLETE. I UNDERSTAND THAT IF QUALIFIED FOR EXAMINATION, OR EMPLOYED, FALSE STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED CAUSE FOR DISMISSAL. I HAVE READ THE POSITION OPEN ANNOUNCEMENT AND I CAN PERFORM THE ESSENTIAL FUNCTION OF THE POSITION FOR WHICH I AM APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATION.

\_\_\_\_\_  
Applicant's Signature

I UNDERSTAND THAT IF I RECEIVE A CONDITIONAL OFFER OF EMPLOYMENT FOR A POSITION WHERE I WILL HAVE UNSUPERVISED ACCESS TO CHILDREN, DEVELOPMENTALLY DISABLED PERSONS, OR VULNERABLE ADULTS, THE CITY OF WARDEN IS AUTHORIZED TO COMPLETE A THOROUGH BACKGROUND CHECK.

\_\_\_\_\_  
Applicant's Signature

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I certify(or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date and Place

NOTE: IN ACCORDANCE WITH FEDERAL LAW, IF HIRED YOU WILL BE REQUIRED TO FURNISH DOCUMENTARY PROOF OF WORK AUTHORIZATION AND IDENTITY WITHIN 24 HOURS OF EMPLOYMENT. ATTESTATION FORMS WILL BE PROVIDED BY THE CITY AND DESIGNATED DOCUMENTS WILL BE IDENTIFIED PRIOR TO HIRING.



**AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS**

**References will only be checked for finalists.**

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information given by me to the City of Warden is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Warden interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Warden, in consideration of the review of my employment application, do authorize the City of Warden to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Warden from any liability for further references it may provide regarding my work history at the City of Warden.

If employed, I further agree that if I lose, damage, or fail to return any of the City of Warden's property, the City of Warden is authorized to deduct from my wages sufficient reasonable funds to replace its property.

It is my intention that any copy of this authorization be as effective as the original.

Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_