**CITY OF WARDEN**

**JOB TITLE:** Code Enforcement/Animal Control Worker
**DEPARTMENT:** Community Dev.
**LOCATION:** City Hall/ City Shop/ mobile

**EXEMPT:** No

**REPORTS TO:** City Administrator

**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 learn 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.)

REVIEWED BY: DATE:

APPROVED BY: DATE:

Employee Signature: DATE: