



## CITY OF LEON VALLEY JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	Animal and Code Enforcement Officer
<b><u>DEPARTMENT:</u></b>	Administrative Office
<b><u>FLSA STATUS:</u></b>	Non-Exempt
<b><u>EFFECTIVE DATE:</u></b>	February 5, 2025

### **JOB SUMMARY:**

Under general direction of the Executive Director, administers the City's codes & ordinances to protect the health, safety and welfare of the general public by enforcement of the City's animal control codes and addressing code compliance issues. Will also be responsible for performing other departmental work as needed.

### **ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Conduct field investigations of reported complaints of municipal code violations;

Advise and respond to citizen complaints and advises individuals of City Code violations and methods of abatement;

Ability to learn and understand current laws, regulations and City ordinances pertaining to animal control, and weed control;

Must be able to read and enforce animal control ordinance and other code-related ordinances of the City;

Seek abatement remedies through voluntary compliance or judicial action;

Issue appropriate warning and violation notices and citations, and appear in court;

Respond to complaints concerning animal problems or violations of animal control ordinances including but not limited to animals running at large, bites, property damage or injuries;

Chase, capture, trap, and transport stray animals for impoundment at designated animal shelter during work hours, and evening hours, weekends, holidays and special or emergency situations;

Establish and maintain effective working relationships with all levels of City staff, departmental personnel, other governmental entities, and the general public;

Make effective decisions, applying initiative and independence;

Ability to read and comprehend city codes, and maps;

Attend all courts, meetings, and other functions as scheduled and requested;

Work in all weather conditions, inside and outside, in light and/or dark;

Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed;

Communicate effectively via phone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds, without bias or prejudice;

Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing abilities to sufficiently and clearly communicate verbally to work safely with others in noisy situations;

Maintain the appropriate uniform;

Search files, assemble information, file and retrieve from file cabinets;

Present written and oral reports;

Interpret municipal codes, ordinances and resolutions to the general public and City staff in the office and in the field;

Make presentations and/or provide testimony to boards and commissions and/or courts of law;

Review existing department-related ordinances and propose amendments, as needed;

Maintain case records, program statistics and related materials;

Operate assigned vehicle in a safe manner for extended periods of time;

Responsible for safe operation of and insuring the proper maintenance of assigned vehicles;

Ensure that operations are performed in concert with all applicable laws, ordinances and policies/procedures of the City and department; and

Fluently read, write and converse in English;

Must not pose a threat to the health and safety of self or others;

Fuel and service assigned vehicle;

Ability to read, write and communicate effectively in Spanish is desirable;

Good prioritizing and problem solving abilities;

Must be able to communicate effectively and courteously with all city employees, and the public;

Ability to practice sound safety and work habits;

Must have good prioritizing and problem solving abilities;

Must not have any history of criminal or improper conduct which may affect suitability for enforcement work;

Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state or the United States;

Must not have been convicted in the past five years of a misdemeanor offense of the grade of Class A or Class B, or its equivalent for which the punishment could include jail time;

Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

Must not have used or consumed intoxicating beverages in an excessive manner and/or have been convicted or placed on probation for DWI or DUID in the past five (5) years; and

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Effectively and appropriately use vehicles, phone, flashlight, gloves, computer, catch-pole, crates and other animal care equipment.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Must be able to drive safely under adverse conditions (e.g. rain, snow, sleet, ice, dark etc.). May come in contact with some exposure to dust, chemicals, fumes and loud noises must use proper safety precautions.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards			R	
Chemical Hazards			O	
Electrical Hazards			R	
Fire Hazards			R	
Explosives			R	
Communicable Diseases			O	
Physical Danger or Abuse			F	
Inclement Weather			F	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
<b>-Environmental Factors-</b>				
Respiratory Hazards				N
Extreme Temperatures				D
Noise and Vibration				M
Wetness/Humidity				M
Physical Hazards				D

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to load and unload equipment from a vehicle, including lifting objects weighing 50 pounds; Must be able to carry or drag at least 150 pounds of an injured or deceased animals under adverse conditions, eg. up/down stairs, over rough terrain, out of creeks, etc.; Must be able to walk for short and long distances over adverse terrain (e.g., rugged fields, alley ways, fences) (more than 1/4 mile). Climb in and out of pickup truck, crawl, kneel, squat, stretch, stoop and bend freely when performing job functions; Sit, stand, and walk for extended periods of time while performing various tasks.

-Physical strength for this position is indicated below with "X"-
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Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

### **PHYSICAL DEMANDS:**

Must be able to stand on hard surfaces for long periods of time (more than one hour) performing duties; walk long distances on uneven terrain and hard surfaces and lift various animals.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Patrolling for code violations
Sitting	F	In vehicles for extended periods
Walking	C	Around various areas looking for code violations or retrieving animals
Lifting	F	equipment or various animals
Carrying	F	Equipment or various animals
Pushing/Pulling	F	Equipment or desk chair
Reaching	O	for supplies
Fine Dexterity	O	Computer Keyboard
Kneeling	O	retrieving items or day-to-day activities
Crouching	O	retrieving items or day-to-day activities
Crawling	O	inside attics/ditches or small areas retrieving animals
Bending	O	retrieving animals or supplies or equipment
Twisting	F	getting inside vehicle
Climbing	F	Stairs; ladder
Balancing	O	Day-to-day activities
Vision	C	Driving, observing scene,
Hearing	C	Communicating with co-workers and public and on telephone
Talking	F	Communicating with co-workers and public and on telephone
Foot Controls	F	vehicles
Other (specified if applicable)		

### **JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Under and including one year.
Supervision	Work has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.
Technical Skills	Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	High school diploma or GED required; Must hold a valid Texas Motor Vehicle License, with the ability to remain eligible to drive under the City's driver evaluation program; Must hold a current Texas Code Enforcement Officer certification within one year of hire date; Must hold a current Texas Basic Animal Control Certification through the Texas Department of State Health Services or must be able to obtain certification within one year.

**PRIMARY WORK LOCATION**

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			