

## **CITY OF HARDIN VACANCY ANNOUNCEMENT**

### **Animal Control/Code Enforcement Officer**

**PRIMARY OBJECTIVE OF POSITION:** Performs a variety of routine and complex work in the interpretation and enforcement of adopted City codes (ordinances) and public safety work in the enforcement of animal control ordinances.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Essential Duties and Responsibilities include the following (other duties may be assigned):

Patrols streets to locate at large animals, promptly captures and impounds any animal found in violation of City ordinances. Also periodically patrols or inspects an assigned area to monitor for violations of other City ordinances.

Responds to complaints concerning animal problems or violations of City ordinances, including by not limited to animals running at large, vicious animals, nuisance animals, and unlicensed animals, nuisances, hazardous sidewalks or other conditions, noise, dumping, clearing, grading, filling, polluting, and other code related matters.

Removes dead, injured or vicious animals from streets and residential premises. Coordinate with the City's contract veterinarian to ensure proper maintenances of records, and files for impound animals; logs all incidents concerning animal control.

Investigates violations of ordinances or potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations as required; appears in court to testify regarding cases.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.

Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.

Provides information to persons who request information or assistance in code enforcement related matters.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

High School diploma or GED equivalent or an equivalent combination of education and experience. Some knowledge of law enforcement principals, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques; and some training in animal behavior and control. Ability to learn the applicable laws, ordinances, and department rules and regulations; and ability to learn the City's geography. Must possess, or be able to obtain by time of hire, a valid Montana Driver's License.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**

Entry Level Salary: \$16.59 per hour DOE

**Application Closing Date:** Position Open until filled.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This position is a full - time position; 40 hours per week. Union position available.

APPLICATIONS available:

City of Hardin  
406 N Cheyenne  
Hardin MT 59034

665-9292 Or <http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

## **CITY OF HARDIN**

**CLASS TITLE:** Animal Control and Code Enforcement Officer

**DEPARTMENT:** ACE

**GENERAL PURPOSE:** Performs a variety of routine and complex work in the interpretation and enforcement of adopted City codes (ordinances) and public safety work in the enforcement of animal control ordinances.

**SUPERVISION RECEIVED:** Works under the general supervision of the Mayor.

**SUPERVISION EXERCISED:** None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Patrols streets to locate at large animals, promptly captures and impounds any animal found in violation of City ordinances. Also periodically patrols or inspects an assigned area to monitor for violations of other City ordinances.
- Responds to complaints concerning animal problems or violations of City ordinances, including but not limited to animals running at large, vicious animals, nuisance animals, and unlicensed animals, nuisances, hazardous sidewalks or other conditions, noise, dumping, clearing, grading, filling, polluting, and other code related matters.
- Removes dead, injured or vicious animals from streets and residential premises. Coordinate with the City's contract veterinarian to ensure proper maintenances of records, and files for impound animals; logs all incidents concerning animal control.
- Investigates violations of ordinances or potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations as required; appears in court to testify regarding cases.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.
- Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.
- Provides information to persons who request information or assistance in code enforcement related matters.

### **PERIPHERAL DUTIES:**

- Maintains departmental equipment, supplies and facilities.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### ***Education and Experience:***

- High School diploma or GED equivalent: or
- An equivalent combination of education and experience.

#### ***Necessary Knowledge, Skills and Abilities:***

- Some knowledge of law enforcement principals, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques;

- Some skill in operating the tools and equipment listed below; and
- Some training in animal behavior and control.
- Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public; ability to exercise sound judgment in evaluation situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

**SPECIAL REQUIREMENTS:**

Must possess, or be able to obtain by time of hire, a valid Montana Driver's License.

**TOOLS AND EQUIPMENT USED:**

Vehicle, animal capture equipment, radio, cell phone, first aid equipment, personal computer, mower, weed trimmer.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must occasionally lift and/or move more than 50 pounds.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is moderate.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**