



## Job Description

<b>Title: Code Compliance Officer</b>	<b>FLSA Status: Non-Exempt</b>	<b>Created: August 2022</b>
<b>Supervisor: Lieutenant</b>	<b>Supervises: N/A</b>	<b>Revised:</b>
<b>Job Family: Police Services</b>	<b>Bargaining Unit: Police</b>	<b>Approved:</b>

### JOB SUMMARY:

Under the direction of the Chief of Police, perform a variety of enforcement duties to assure compliance with State laws and local ordinances related to animal regulation, zoning ordinances, land uses, and other public safety related issues within the City of Livingston; Conduct investigations related to animal care and ownership, respond to complaints within the community, testify in court, prepare and maintain a variety of records and reports; provide information and assistance to the public in areas of animal care and ownership and any other quality of life issues that arise within the city.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of enforcement duties to assure compliance and enforce State laws and local ordinances related to animal regulation; drive a vehicle to patrol assigned areas; capture, pick up and impound deceased, sick, injured, stray or trapped domestic and non-domestic animals; transport injured or sick animals to the veterinarian for observation and treatment; humanely euthanize severely sick/injured animals as necessary.
- Investigate complaints and conduct investigation concerning land use, illegal operations, and zoning compliance based on suspected or obvious violations.
- Respond to complaints and inquiries from the public regarding stray, sick, injured and abused animals; investigate cases of cruelty, neglect, abandonment, animal bites and barking dogs; set traps as appropriate; prepare and issue citations for violations of applicable laws and codes.
- May issue notices of violations and citations for violations of the City of Livingston Municipal Code and appear in court to testify to those citations.
- Advises the public on procedures for compliance with zoning and land use regulations.
- Provide information and assistance to the public in areas related to animal control; explain State laws, local ordinances and proper methods for caring for animals as appropriate.
- Studies and keeps abreast of applicable City of Livingston ordinances for City objectives, studies and projects.
- Prepare, process and maintain a variety of records and case reports related to impounded animals, animal bites, citations, barking dogs, animal licenses, euthanasia, City of Livingston ordinance violations and complaints, and other assigned activities.
- Collaborate with animal rescue organizations and animal shelters to place unclaimed or injured pets.
- Collaborate and communicate with other local jurisdictions on land use, zoning regulations, and other quality of life issues with the City of Livingston.
- Remove deceased animals from local properties and other locations; dispose of deceased animals according to established procedures.
- Quarantine animals as necessary in accordance with municipal regulations; euthanize unclaimed or severely diseased animals in accordance with established guidelines and procedures.
- Provide care for sheltered animals; monitor animals to assure health and safety; set out food and clean up after animals.
- Operate various animal control tools and equipment such as catch poles, section traps, microchip scanner, euthanasia solutions, tasers, syringes, leashes, hoses, cages, muzzles and others; utilize a two-way radio; operate standard office equipment including a computer and assigned software.
- Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; testify in court for animal-related cases as requested.

- Collect and account for animal licensing fees as directed; issue dog licenses and receipts; process related dog licenses forms and applications.
- Handle calls for service regarding various animal control and care issues; provide information and education to the public regarding animal control laws, license requirements, pet owner responsibility.
- Attend and participate in meetings, trainings and conferences.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands 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.

**Knowledge of:**

- Inspection methods and techniques.
- Basic methods, equipment and materials used in animal care, control and shelters.
- Zoning ordinances and departmental enforcement policies.
- Basic animal control regulations, techniques and enforcement.
- Symbols and terms used on blueprints and maps.
- Animal breeds, behaviors and communicable diseases.
- Methods of caring for and handling animals.
- Interpersonal skills using tact, patience and courtesy.
- Public relations approach in gaining compliance.
- Oral and written communication skills.
- Health and safety regulations and procedures.
- Record-keeping and report preparation techniques.
- Traffic laws, defensive driving techniques and rules of the road.
- Laws, ordinances, and regulations governing planning in California.
- Health and safety regulations related to animal control.
- Operation of various animal control tools and equipment.
- Proper lifting techniques.

**Ability to:**

- Interpret laws, rules, ordinances, and regulations.
- Perform a variety of enforcement duties to assure compliance with State laws and local ordinances related to animal regulation.
- Read maps, blueprints, and legal property descriptions.
- Respond to community complaints and pick up, transport, care for and impound animals.
- Observe and record findings during investigations.
- Prepare concise written reports.
- Provide information and assistance to the public in areas related to animal control.
- Interpret, apply and explain laws and regulations governing the licensing, quarantining, impounding and care of animals.
- Operate standard office equipment including a computer.
- Euthanize animals according to established guidelines and procedures
- Operate various animal control tools and equipment.
- Maintain the animal shelter and patrol vehicle in clean, orderly and proper working condition.
- Observe legal and defensive driving practices.
- Be firm, consistent and respectful in an enforcement situation.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Maintain records and prepare reports and citations.

- Create correspondence and spreadsheets with minimal supervision.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level course work related to animal health, public enforcement, municipal code enforcement, or other related field.
- Two years' experience handling and caring for animals and or working in the public sector enforcing and investigating violations of state and local laws and ordinances.

**Licenses, Certifications and other Requirements:**

- Valid California Class C driver's license.
- Valid and appropriate law enforcement and/or animal control certification including P.O.S.T 832 PC
- Completion of Animal Control Academy (NACA).
- Other municipal code training may be provided after successful application and appointment.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

**Physical Demands:**

- Dexterity of hands and fingers to operate specialized equipment.
- Walking and running over rough or uneven surfaces.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor animals and read a variety of materials.
- Climbing ladders, trees or fences.
- Waking to conduct patrols over rough and uneven surfaces.

**Hazards:**

- Potential for bodily injury from contact with wild, injured, stray and abandoned animals.
- Communicable diseases.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.