

JOB TITLE/ASSIGNMENT

EMPLOYER: City of Omak
JOB TITLE: Code Enforcement/Animal Control Officer
DEPARTMENT: Police Department
REPORTS TO: Police Chief

OVERVIEW OF THE POSITION

Performs a variety of routine and complex, city code enforcement work.

RESPONSIBILITIES/DUTIES

- ◆ Patrols streets, roads, alleyways, highways, business areas and residential areas and enforces Omak city codes, laws, and ordinances. Such codes shall include but not be limited to; Animal control, parking enforcement, nuisances, tree, shrub and weed abatements, graffiti removal, as directed by the Chief of Police.
- ◆ Prepares full and comprehensive reports, investigates all calls and complaints in a timely manner, issues citations, abatement notices and summonses as required.
- ◆ Enters all calls for service in the Police Department computer system as required.
- ◆ Provides for personal and equipment effectiveness by demonstrating skill proficiency (weapons, animal control capture devices), and by keeping abreast of changes in laws, ordinances, policies, and procedures.
- ◆ Maintains complete records of all code enforcement activities and in specific, animal control functions and provides a monthly report of activities to the Chief of Police.
- ◆ Cleans and maintains the animal shelter.
- ◆ Assists with traffic control during emergencies or civic functions as required.
- ◆ Assists the public, answering inquiries regarding directions, codes, laws, and ordinances.
- ◆ Appears in court as a witness as required.
- ◆ Assists other city departments upon request concerning code violations and enforcement.
- ◆ Assists in the front office of the police department as required.
- ◆ Other specialized duties as may be assigned by the Chief or Sergeant.

DESIRED KNOWLEDGE/ABILITIES

- ◆ Ability to use good judgment and make decisions in stressful and non-stressful situations and to adapt quickly to unanticipated situations.
- ◆ Ability to assess situations quickly and to determine a proper course of action.
- ◆ Ability to gain the respect and establish effective working relationships with all city department heads and their respective personnel as well as the personnel of the police department.
- ◆ Ability to establish and maintain satisfactory public relations with public officials as well as the general public.
- ◆ Ability to understand and execute oral and written instructions and effectively communicate both orally and in writing.
- ◆ Ability to plan, organize, develop, and implement assigned activities and programs.
- ◆ Ability to have a good relationship with a wide diversity of people.
- ◆ Possess a contemporary working knowledge of modern enforcement methods and techniques in the prevention and investigation of city code violations. Understands identifying and preserving of physical evidence as well as documentary evidence, e.g., photographs, film and digital.
- ◆ Have knowledge of the laws, codes, and statutes applicable to code enforcement and the rights of suspects, defendants, victims, petitioners, and respondents.
- ◆ Knowledge of the geography of the City of Omak.

WORK SCHEDULE

This position works a 40-hour week, which may include a variety of shift hours with rotating days off as required by the demands of the position and the Chief of Police.

MINIMUM QUALIFICATIONS

- ◆ High School Diploma or equivalent.
- ◆ Current, valid, and properly classed Washington State Drivers License without record of suspension or revocation in any state is required; driving record must, for any date during employment, thereafter, be free of any violation for: 1.) Reckless driving, 2.) Hit and run, or 3.) Driving under the influence of alcohol or drugs.

MINIMUM QUALIFICATIONS

- ◆ Must not have had a conviction for any crime, the punishment for which could have been imprisonment in a federal or state prison or institution and shall not have been convicted of any offense involving moral turpitude, narcotics, and drugs.
- ◆ Must not be addicted to the excessive use of drugs or intoxicating beverages.
- ◆ Must possess an active First Aid Card and CPR Training and keep current.

TRAINING PERIOD

In order to experience the full range of responsibilities and duties, the employee will serve a review and evaluation period of not less than 12 months upon promotion or hire.

PHYSICAL/LEARNING DEMANDS

The physical/learning 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.

ENDURANCE - MOVING ABOUT: Frequently (1/3 to 2/3 of the time). Move from location to location.

WALKING: Periodic - Occurs on every shift. Move about on foot.

LIFTING/CARRYING: Periodic and does not occur on every shift.

Lift by manually raising or lowering an object from one level to another (including upward pulling), and or carry (transport) an object, usually holding it in the hands or arms or on the shoulder. May lift more than 100 pounds and endure physical stress.

CONTROLS: Frequently (1/3 to 2/3 of the time)

Use one or both arms and/or hands and/or one or both feet or legs to move controls on machinery or equipment.

CLIMBING: Occasionally (up to one-third of the time)

Ascend or descend stairs, using the feet and legs.

HANDLING: Frequently (1/3 to 2/3 of the time)

Seize, hold, grasp, turn, or otherwise work with the hand or hands and maintain physical control of tools and/or equipment.

MINIMUM QUALIFICATIONS

FINGERING: Frequently (1/3 to 2/3 of the time) Feel, pull, grasp, press, apply pressure or otherwise work with the fingers in the use of tools, equipment, assisting the public or in utilization of code enforcement techniques.

TALKING: Frequently (1/3 to 2/3 of the time)
Express or exchange ideas by means of the spoken work to impart oral information to clients or the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Frequently (1/3 to 2/3 of the time)
Perceive the nature of sounds by the ear.

SEEING: Frequently (1/3 to 2/3 of the time)
Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. This includes peripheral vision, night vision, depth perception, and the ability to adjust focus.

SMELLING: Periodic - does not occur on every shift.
Obtain impressions through the nose of substances organic and chemical.

BAILANCING: Periodic - does not occur on every shift.
Maintain body equilibrium to prevent falling when walking, standing, crouching, or otherwise moving on dangerous or unstable surfaces.

WRITING: Frequently (1/3 to 2/3 of the time)
Write compound and complex sentences, using cursive style and block printing style, proper end punctuation, and employing adjectives and adverbs.

READING: Elevated
Read literature, technical material and journals, financial reports, and legal documents.

REASONING: General
Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; deal with problems involving several concrete variables in or from standardized situations.

MATHEMATICAL: Basic
Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent, draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. At those times, the employee is subject to the typical physical requirements and hazards encountered by Code Enforcement Officers.

TOOLS AND EQUIPMENT

Code enforcement truck, radio, handgun, dart gun and dart rifle, capture poles, capture and transport cages, pepper spray, telephone, cell phone, pager, first aid equipment, photograph equipment, typewriter, calculator, personal computer including word processing software and specialized police software.

OTHER

CONDITION OF EMPLOYMENT:

Beyond the established and prescribed review and evaluation period, all positions with the City of Omak are terminable within the guidelines of the Municipal Code, Civil Service Rules, Personnel Policies, and applicable Bargaining Agreements as provided by law.

ACKNOWLEDGEMENT

THIS JOB IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. MANAGEMENT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT. PRIOR TO THE IMPLEMENTATION OF ANY CHANGES MANAGEMENT SHALL GIVE WRITTEN NOTIFICATION. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE	DATE
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Job Description Approved By:

Chief's Signature

Date: _____

Mayor's Signature

Date: _____