

Job Description
Town of Hudson
Code Enforcement-Animal Control Officer – Community Service
Officer
12/2020

Title: Code Enforcement-Animal Control Officer – Community Service

Reports To: Police Administrative Sergeant

FLSA Status: Non-Exempt

Department: Hudson Police Department

Summary:

Under supervision performs a variety of technical duties in support of the Hudson Town code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to land use matters, building, housing, health and safety, property maintenance, general inspection of mobile home parks, abandoned vehicle abatement, noise abatement, and other matters of public concern; investigates violations and initiates procedures to abate violations and obtain compliance including issuing notices of violations, citations, and other correspondence specifying necessary corrective actions, compliance, and compliance dates; serves as a resource and provides information on Town regulations to property owners, residents, businesses, the general public, and other Hudson Town departments. Enforces ordinances related to animal control for the Town of Hudson and to protect the public, manage the animal population and educate the public about responsible pet ownership and homeowner/occupant responsibilities.

Primary Duties and Responsibilities:

- Patrols Hudson Town streets responding to citizen complaints or observed violations and determines appropriate actions.
- Captures, secures, or impounds stray dogs; controls and maintains the cat trapping program.
- Mediates neighborhood complaints; determines if violations of Hudson Town ordinances have occurred; gathers evidence, issues warnings/summonses.

- Conducts inspections and applicable follow-up, writes formal reports, and testifies in court; prepares records and reports pertaining to inspections and abatements compiling documentation for court actions.
- Troubleshoots animal behavior problems in the field and over the phone; investigates and quarantines domestic bite animals; attends neighborhood meetings; promotes responsible pet ownership.
- Inputs, updates, and maintains information about field calls, impounded animals, animal licensing program via computer, adheres to vehicle maintenance performing daily vehicle and standard equipment safety checks.
- Performs kennel duties and public education as required; manages the animal licensing program, impounds, cares for, treats and cleans impounded animals found within the Town of Hudson.
- Investigates and prepares reports for court; investigates bite or animal attacks; manages the animal licensing program impounds, cares for, treats, and cleans for impounded animals found within the Town of Hudson
- Participates or if elected, represents the Town as a board member on CAACO or CACEO board; manage and participate in the development and implementation of goals, objectives, policies, and priorities of the Community Service Department/Code Enforcement and Animal Control section; provides support for Community Service in on-going projects.
- Other job duties as assigned.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully, develops alternative solutions; Works well in group problem solving situations.
- Project Management - Coordinates projects, has a strong time management skill.
- Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Strong computer skills.
- Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with professionalism and respect.
- Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests. Supports everyone's efforts to succeed.
- Written Communication - Writes clearly and informatively, accurate and complete for court, Edits work for spelling and grammar, varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time, Supports organization's goals and values.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Initiative - Volunteers readily; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Generates suggestions for improving work. Develops innovative approaches and ideas.
- Professionalism - Reacts well under pressure; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner.
- Safety and Security - Observes safety and security procedures for both public and personal, Tracks and maintains equipment and vehicle.

Education/Experience:

Minimum High School Diploma or GED; Preferred associate degree (A. A.) or equivalent from a two-year college or technical school; or two (2) years of increasingly responsible experience in code enforcement/animal control. An equivalent combination of education, training and experience that demonstrates required knowledge, skills, and abilities may be considered.

Reasoning Ability:

Ability to solve problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

The position will require the individual to demonstrate a proficiency in the knowledge and use of Eforce software, Spillman CAD Systems, Microsoft Office Word, Excel, PowerPoint, Google Apps, and the Internet.

Certificates and Licenses:

A Colorado Driver's License with a good driving record; CAACO and CACEO certification required with position, may be obtained within two years.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Knowledge:

Knowledge and ability to work with a variety of domestic animals and some livestock, knowledge of local and state ordinances; knowledge of ordinance/code enforcement process and procedures; knowledge of general constructions practices, procedures and requirements, knowledge of basic computer operations; supports the organizations goals, visions, missions, and values.

Skills:

Exceptional interpersonal skills; excellent communication skills both verbal and written; strong mediation and problem-solving skills; proven skill in handling animals; follows policies and procedures; completes tasks correctly and on time.

Abilities:

Ability to work with a wide variety of people; to remain calm and professional in tense situations; to communicate effectively, both verbally and in writing; to prepare reports in a clear, concise, and organized manner; ability to make reasonable judgments and work under limited supervision; ability to adapt to changes in work environment, manage demand for service, changes approach or method to best fit situation, ability to operate a town vehicle and work in inclement weather; ability to work on-call or stand by duty.

Work Environment:

Works both inside and outside in all types of weather, physically able to maneuver through construction areas, vacant buildings, or underdeveloped land sites; pursue, handle, and impound animals running loose on the street or in confined areas; handling animals in shelter environment and loading into vehicles; exposure to noise, dust, chemicals, animal dander, odors, fumes, aggressive/vicious/sick or injured animals; extensive time spent driving a town vehicle and working on a laptop.

Physical Demands:

Light to moderate physical work requiring ability to lift a maximum of 50 pounds; frequent walking, standing, carrying, lifting and a full range of body movements including pushing, pulling, climbing, and crawling; hand/eye coordination for data entry and frequent operation of motor vehicle and cellular phone; vision to read and interpret written documents; speech communication and hearing to maintain communications with citizens, animals and fellow employees; occasional evening meetings and weekend work.

Equipment Used:

Operates a motor vehicle; uses a variety of hand tools and equipment common to animal care/control such as a leash, snare, syringe (vaccinations), wire cutter, shovel, live-capture animal trap, telephone, digital camera, video recorder, computer, printer, pressure washer. This position may require the applicant to occasionally use personal equipment (e.g., vehicle, cell phone, tools, etc.) in the course of their employment.