



**CITY OF MONTAGUE
ANIMAL CONTROL
CODE ENFORCEMENT OFFICER
JOB DESCRIPTION**

DEFINITION

Under close supervision of the City Administrator performs a variety of technical duties in support of the City's 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 City regulations to property owners, residents, businesses, the general public, and other City departments and divisions. Enforces ordinances related to animal control for the city 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

- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- Patrols City streets a minimum of three times a day responding to citizen complaints or observed violations and determines appropriate actions.
- Captures, secures, or impounds stray animals and communicates with Fish & Game.
- Mediates neighborhood complaints; determines if violations of City ordinances have occurred; gathers evidence, issues warnings/summonses. May assist in research, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- 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 planning commission meetings and council meetings on months with no planning commission meetings or by the request of the Chair or Mayor; 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 policy including administration of licensing issues, impounds, cares for, treats and cleans impounded animals found within the City limits.

- Investigates and prepares reports for court and investigates bite or animal attacks.
- Keep the council and planning commission informed as needed or requested.
- Assume accountability for securing and maintaining all requisite business licenses and municipal permits.
- Perform related duties as required.
- 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 a 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 Microsoft Office Word, Excel, PowerPoint, Google Apps, and internet.

CERTIFICATIONS AND LICENSES

A valid driver license with a good driving record, current insurance, a DOJ live scan, all requirements listed in the Health & Safety Code Sec 26222, and Peace Officer Standards and Training Agency (POST) Penal Code 832 may be obtained within one year.

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 construction 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 critical thinking 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 City vehicle and work in inclement weather; ability to work call-back 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 City vehicle and working on a computer.

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.

ADDITIONAL FIRE INVESTIGATOR/ PREVENTION OFFICER

The role of Fire Investigator/Prevention Officer entails an additional commitment, along with accompanying responsibilities attached on the Fire Investigator/ Prevention Office Job Description.

Revised and approved by the following council vote at the regular city council meeting on March 7, 2024.

Ayes: Murakami, Vela, Jackson, and Dooley

Noes: None

Absent: None

Abstain: None

Revised 03/04/2024.



Montague Fire Department

Post Office Box 281 • 121 S 10th St
Montague, California 96064

Emergency Only – 911

Business Phone: (530) 459-5343

Fax/Computer (530) 459-3809

Fire Inspector/ Prevention Officer Job Description

Position Description:

Under close supervision of the Fire Chief, performs a wide variety of fire inspections and enforcement duties in order to maintain compliance with applicable building fire codes, and local ordinances. They will review simple construction plans; follows up on complaints including weed abatement, assist with fire investigations, presents public education programs, review of fire suppression systems for commercial and residential construction and other duties as assigned. This position is offered for 8 hours a week alongside the animal control/ code enforcement position.

Duties and Responsibilities

The following duties are intended only as illustrations of the various types of work that may be performed. Employees may perform other related duties at an equivalent level as required. All calls within the district must be responded to during work hours unless prevented by a city-related issue. All fire calls that are outside the district may be responded to but will be clocked out during this time.

- Inspect occupancies and facilities, such as businesses, assembly buildings, schools, day care and care homes facilities, and storage facilities for compliance with mandated federal, state and local codes;
- Conducts fire sprinkler and alarm test;
- Inspects properties for weed abatement program, sends notices and follow ups;
- Keeps records of all designated projects and findings;
- Reviews building and site plans regarding fire protective construction; reviews sprinkler plans;
- Inspects general business plans for prevention, control and mitigation of dangerous conditions related to hazardous materials and to ensure compliance with codes; issues violation notices and citations;
- Inspects buildings under construction for compliance with fire and building codes which relate to fire prevention, detection systems and suppression systems;
- Provides information to general public about fire protection assistance; lectures to groups on fire safety;
- May become a member of the Montague Fire Department but cannot exceed the position of captain and needs to get the Fire Inspector I certificate within 2 years of employment;
- Performs various related essential duties as required for the City of Montague and Montague Fire Department;