



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Code Enforcement &amp; Animal Control Manager</b>	<b>LAST UPDATED:</b>	July 9, 2013
<b>DEPARTMENT:</b>	Development Services	<b>JOB CLASS:</b>	TBD
<b>REPORTS TO:</b>	Director of Development Services	<b>FLSA</b>	Exempt
		<b>DESIGNATION:</b>	

**Summary:** Under general supervision of the Director of Development Services, the Code Enforcement & Animal Control Manager is responsible for managing and coordinating the Code Enforcement, Neighborhood Services, and Animal Control Staff. The selected candidate will oversee research, investigations, enforcement, and reinspection duties on various code and ordinance violations. Must have thorough knowledge and understanding of code enforcement and animal control practices and procedures, and ensures compliance to all applicable local, state and federal regulations, rules, practices, and guidelines pertaining to all code enforcement and animal control activities. Job duties entail monitoring case files and personnel status. Participates in preparing the budget related to this division and the hiring, reviewing and disciplining assigned staff.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### **Essential Job Functions:**

- Prioritizes assignments and supervises the division's staff members.
- Coordinates training and employee development plans, and evaluates or counsels subordinates as necessary.
- Participates in the development, planning, and implementation of division's goals and objectives; recommend and administer policies and procedures.
- Performs performance evaluations on division's staff and assists in other personnel matters as directed by the Department Director.
- Develops and manages projects and programs to ensure the objectives of the City Council's Strategic Focus Areas and the Department's Five-Year Plan are met.
- Ensures the Divisions Standard Operating Procedures are followed and kept up-to-date.
- Establishes production standards, sets priorities.
- Authorizes overtime, time off, and vacation time for employees.
- Responsible for representing the City at various boards, commission, and outside meetings.
- Advise, consult, and provide information to the Department Director, other City departments and citizens regarding codes, ordinances and zoning enforcement policies.
- Receives and processes complaints from property owners, the public, the council, and employees.
- Schedules meetings with other departments, businesses, and contractors.
- Ensures that City codes, ordinances, and zoning ordinances are observed.
- Enforces City ordinances and codes, including, but not limited to, animal codes, property maintenance code, nuisance abatement, illegal dumping, environmental hazards, substandard and dangerous structures, zoning, signs, fences, and other violation concerns.
- Issues municipal court citations for violations to both the public and private sector regarding violation of city ordinances, code, etc.

- Performs research and investigative work in determining extent of violation and non-compliance, and in preparing cases for judicial process, to include photography of evidence.
  - Attends court cases for the purpose of testifying and presenting evidence.
  - Prepares, maintains, and files reports, and records regarding activities, i.e., case files, inspection reports, incident reports, warning tickets, citations, etc.
  - Investigates, works with property owners, and prepares cases for the demolition of dangerous structures.
  - Responds to citizen inquiries both orally and in writing.
  - Prepares correspondence and certified mailings to inform property owners of code violations.
  - Issues code compliance deadlines to property owners.
  - Maintains databases of dates, names, addresses and deadlines of complaints, investigations, code violations, and notifications of warnings or citations.
  - Coordinates division's efforts with the Health and Food Safety, Building Inspections and Environmental Services division(s) related to the health concerns of catering truck permit violations, unsecured pools, rodent infestation, and illegal dumping.
  - Patrols streets and alleys of the City to prevent or detect code and ordinance violations.
  - Responsible for monthly, quarterly, annual and other statistical reports as needed, of activities to City Council.
  - Assists in preparing the supporting documentation for the budget pertaining to Code Enforcement and Animal Control.
  - Monitors division's budget to ensure that the division is operating within the approved budget.
  - Review and update ordinances, as necessary, per the Department's Five Year Strategic Plan.
- Evaluates the Division's projects for effectiveness and make recommendations on continuing projects.

**Other Important Duties:**

- Travels to construction sites, meetings, conferences and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of Federal, State and municipal health and safety codes and ordinances and city policies and procedures.
- Knowledge of code enforcement, animal control, evidence gathering and citation preparation procedures.
- Knowledge of judicial system, as well as ordinance research and writing protocol for adopting or amending local laws.
- Skill in effective oral and written communications.
- Skill in investigating and enforcing building, health and safety codes and ordinances.
- Skill in ensuring that condemned and unsafe structures, pools, or other substandard structures & areas are secured as required.
- Skill in negotiating, mediating and resolving customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- Bachelor's Degree in animal sciences, public administration, construction or related field **and** minimum five (5) years experience in Municipal Code Enforcement with (3) three years management experience **or** equivalent combination of education and experience.
- Must possess Texas Department of State Health Services (DSHS) Code Enforcement Officer Certification.
- Must possess International Code Council Code Certification as an International Property Maintenance and Housing Inspector

- Must possess the Basic Animal Control Officer certification.
- Must pass a pre-employment drug screening and post-offer physical agility exam.
- Must possess a valid State of Texas Class C Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry, and vision to monitor.
- May be subject to exposure to extreme weather conditions, hazardous chemicals, fumes, infectious and zoonotic diseases, animal bites, toxic waste, air and water borne pathogens, unsafe and unhealthy building conditions, and rough or unstable terrain.
- May be subject to extended periods of bending, reaching, kneeling, climbing ladders, lifting or carrying materials when securing condemned or unsafe buildings, pools or other code related substandard infractions.
- Must be able to lift up to 45 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, cellular phone, copier, calculator, fax machine, other standard office equipment, ropes, knives, hammer, pliers, construction materials, two-way radio, electrical testing equipment, digital camera and department vehicles.

*Approved By:*

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*John Lettelleir, Development Services Director*

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*Date*

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*Lauren Safranek, Director of Human Resources*

08/01/2013

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*Date*