

CITY OF GOODING

CLASS SPECIFICATION

ORDINANCE ENFORCEMENT OFFICER

Classification Summary

The Ordinance Enforcement Officer administers and enforces City codes and ordinances through investigation, education, and enforcement action. Pertinent codes include zoning, housing, signs, noise, public safety, sanitation, property maintenance, parking, nuisance violations, animal control and care, and parking ordinances. There is potential for contact with wild animals or wildlife conflicts. The job receives records and responds to complaints through field inspections, investigations, and documentation of code violations.

The job requires attention to detail, the ability to work independently exercising judgment and initiative, and knowledge of City ordinances. The job also requires excellent communication skills, good organizational and clerical skills, and the ability to write and maintain detailed documentation of violations. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is an office and outdoor environment that includes exposure to adverse weather conditions. The job is exposed to wild and domestic animals that may be injured or aggressive and includes the hazard of exposure to zoonotic diseases, including rabies. The Ordinance Enforcement Officer may be faced with angry persons and/or confrontation situations. The noise level is generally moderate.

Essential Duties and Responsibilities *(illustrative only and may vary by assignment)*

Administers and enforces City codes and ordinances including, but not limited to, zoning, housing, land use, signs, noise, public safety, sanitation, property maintenance, nuisance violations, animal control and care ordinances, and parking ordinances. Receives records and responds to complaints performing field inspections and documenting code violations. Prepares and maintains case files on violations including written reports, photos, documents, research, letters and notifications, personal contacts, enforcement actions, and related information. Enforces parking ordinances by issuing tickets. Enters tickets and other enforcement actions in a centralized computer system. Brings property into compliance through education, abatement, and civil or criminal prosecution, as needed. Performs re-inspections to ensure continuing compliance. Performs enforcement activities, including issuing citations, impoundment, and other incident responses.

Performs investigations to determine land ownership, actual and/or permitted use, occupation, zoning, and related factors. Prepares cases for civil and/or criminal adjudication. Attends court and testifies on violations, as needed. Maintains records and documentation, case files, and database of inspections, re-inspections, complaints, violations, enforcement, affidavits, compliance, and related enforcement actions.

Answers questions and provides information to educate the public on City codes, regulations, and ordinances. Prepares and distributes information to the public and media on code and enforcement issues.

Maintains confidentiality and security of information and records.

Records information and prepares detailed police reports and investigative findings with clearly organized thoughts, using proper sentence construction, punctuation, and grammar. Impartially addresses violations, applying independent judgement and decision-making. Works with minimal supervision to discharge a large caseload by organizing and prioritizing daily activities.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Classification Requirements

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- City, state, and other applicable codes, ordinances, regulations, and standards;
- Methods, techniques, and objectives of performing inspections and investigations and animal care and control, including injured and aggressive animals;
- Basic domestic and wild animal behavior traits and patterns;
- Method and techniques of providing medical evaluation and basic treatment to animals;
- Basic animal first aid procedures, including humane euthanization authorization;
- Operation of specialized animal control and capture equipment;
- Operation of two-way radio equipment;
- Operation of basic office equipment;
- Operation of a personal computer and job-related software applications;
- Constitutional regulations and requirements for court evidence collection and documentation;
- Customer service methods, techniques, and objectives;
- Civil and criminal court processes and legal terminology;

- Physical layout, locations, and geography of the City;
- Operation of basic office equipment including a personal computer and job-related software applications;
- Federal regulations and City policies regarding safe work practices;

Skill and Ability to:

- Enforce City codes and ordinances;
- Provide animal control, welfare, and safety services and enforce City animal licensing and control ordinances;
- Perform field inspections, respond to complaints and document code violations;
- Perform investigations to determine land ownership, responsible party information, actual and/or permitted use, occupation, zoning, and related factors;
- Perform enforcement activities, including issuing citations, impoundment, and other incident responses. Testify in court, as needed;
- Prepare for and attend civil and/or criminal cases related to code violations;
- Maintain records and documentation;
- Patrol for stray, injured, abandoned, and dead animals;
- Answer questions and provide information to the public on City codes, regulations, and ordinances;
- Maintain confidentiality and security of information and records;
- Prepare, present, and distribute information to the public and media on code and enforcement issues;
- Operate a motor vehicle;
- Operate a two-way radio;
- Operate basic office equipment including a personal computer and job-related software applications;
- Perform duties accurately and efficiently under time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other city employees, and the public;
- Maintain a professional demeanor at all times, including in situations where persons are angry, upset, or confrontational;
- Respond to situations firmly, courteously, tactfully, and with respect for the rights of others;
- Communicate effectively, both orally and in writing, in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies, and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

Acceptable Experience and Training

- High school diploma or GED equivalency required;
- Idaho state driver's license required;
- Successful completion of Police Department background check and drug & alcohol screening;

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Physical Requirements

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, keyboard, type, reach with hands and arms, operate job-related office equipment, and operate a motor vehicle. The employee must occasionally lift and/or move up to 50 pounds. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public are required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.