

City of Boardman, Oregon

Job Description

November 2016

Code Compliance/Animal Control Officer/Public Works Assistant

GENERAL DESCRIPTION

This is a fulltime position, 40 hours a week with some rotation required. The main focus of this position is to educate citizens and administer the City's Municipal and Development Codes relating to violations, nuisance abatement, and other related issue for the City of Boardman, and will be assigned to the Public Works Department 2 or 3 days a week, as needed. This position will make determinations as to various enforcement alternatives regarding animal control, health & safety, and environmental issues. This position will be in charge of the Dog Licensing Program, control dogs running at large, and other animal issues using the Codes for the City and State as required. Write citations as required by Codes, which may require testifying in court. Respond to and assist the public in various enforcement issues, and other duties as assigned.

SUPERVISION

This position will be supervised by the Public Works Director with coordination with Community Development, and may also take direction from the City Manager.

SUPERVISION GIVEN

There is no supervision given by this position.

TASKS

An employee holding this position will be expected to carry out the following tasks. Other tasks may be added or required as needs change.

- Respond to citizens, answer questions, and provide information regarding Codes/Dogs
- Work well with other departments and other local departments.
- Extended amounts of walking, sitting, lifting 50 lbs. or more, mostly outside work.
- Maintain Code Compliance vehicle.
- Keep current as to State laws regarding Animal Control and Code Compliance.
- Lawn Maintenance.

- Pick up parts and supplies.
- Open gate to the lagoon.
- Assist with water building and lift station maintenance.
- Carry out other duties as assigned.

DAILY TASKS

- Patrol the streets for missing, broken, or damaged signs, and misc. garbage.
- Empty and maintain the public garbage cans and dog waste receptacles.
- Clean city vehicles as needed.

SKILLS AND EXPERIENCE REQUIRED

An employee in this position must be able to handle multiple tasks: deal with general public in a courteous and tactful manner, be able to obtain a sworn officer of Boardman status, work well in other agencies throughout the City, County, and State, have good oral and written skills to communicate information, computer skills and filing a must, understanding of City Codes and enforcement procedures, a valid driver's license, and good driving record. (Being a Commissioned Officer is not required.)

EDUCATION AND CERTIFICATION

A high school diploma or GED is required along with skills in computers and communication devices (radios and Cell phones).

Approved date_____

Karen Pettigrew_____

City Manager