



# **TOWN OF MIAMI**

## **JOB DESCRIPTION**

**POSITION:** Code Enforcement/Animal Control Officer  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Police Department

### **GENERAL DESCRIPTION**

Performs routine and complex public safety work to promote health and safety of the public, inform residents of Town code violations, review Town zoning code proposals, and protect animal welfare.

### **SUPERVISION RECEIVED/EXERCISED**

Work is performed under the general direction of the Police Chief. No supervision is exercised.

### **TYPICAL DUTIES/RESPONSIBILITIES**

The requirements listed below are representative of the knowledge, skill, and/or ability required and is subject to change as needs and job requirements change. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Perform a variety of field and office work in support of the Town local code enforcement program; enforce compliance with Town code including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
- Attend meetings and serve as a resource to other Town departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of Town code; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain documentation on all investigations, inspections, enforcement actions, and other job-related activities
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol assigned area in a city vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.

- 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.
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Investigate complaints regarding vicious or stray dogs, injured animals, and animals suspected of having rabies.
- Quarantine biting animals.
- Maintain files and follow up on all reported bite cases in the city.
- Assist local law enforcement agencies in the search and seizure of animals or the enforcement of animal related laws.
- Write, file, and execute animal related warrants and assist in the execution of other warrants related to land uses.
- May be required to carry and use pepper spray.
- Represents the MIAMI Values of Meaningful Work, Integrity at all Times, Attention to Detail, Motivated to Achieve Results, and Individual Responsibility.

### **QUALIFICATIONS**

- High school diploma or GED equivalent
- One year of code enforcement or animal control field experience OR similar enforcement, investigative or regulatory compliance inspection experience in the private industry.
- 15 college semester units in English, veterinary science, biology, criminal justice or building/fire technology may substitute for one year of experience.
- Valid Arizona Driver's License.
- Must be able to pass a drug, alcohol and background check.

### **SKILLS AND KNOWLEDGE**

- City ordinances, rules, policies, procedures, and investigative methods regarding land use, public nuisance, State of Arizona animal laws health and safety, business licensing, waste tires, fat oils and grease, housing, parking, and criminal conduct.
- Procedures pertaining to search, seizure, and private property inspections.
- Methods of regulatory inspections and investigation commonly used by a regulatory agency.
- Regulations, laws, and requirements for courtroom testimony and evidence documentation.
- Principles and best practices regarding case management.
- Dog breeds, animal diseases, and symptoms.
- Safe and efficient methods of handling dogs and other small animals.

### **WORKING CONDITIONS**

Work in a cold/hot environment and other weather conditions with proper protection for sustained periods of time. Utilization of proper protection and technique when exposed to potentially aggressive animals or individuals. Potentially moves equipment weighing up to 50 pounds from one location to another.