

Job title	<i>Ordinance Compliance Officer</i>	Grade Number	8
Reports to	<i>Police Chief or Designee</i>	FLSA Classification	<i>Non-Exempt</i>
Department	<i>Special Functions</i>	Effective Date	4/13/2022
Safety Sensitive Position = Yes		Work Environment, Substances Encountered, Tools-Machinery-Equipment	

Job purpose

Performs a variety of duties related to the enforcement of local Price City ordinances where civil penalties may be imposed. Primarily animal control, vehicle parking, and property maintenance ordinances.

Duties and responsibilities

Patrols city streets and roads enforcing specific city ordinances; responds to calls and complaints from public regarding compliance issues and other public service problems; issues civil citations for various violations of city ordinances where civil penalties could be imposed; actively pursues city animal license requirements and promotes public awareness programs.

Apprehends and transports stray animals to an approved animal shelter; observes and captures animals at large or in violation of city ordinances; may assist the shelter in determining ownership of said animals; utilizes specialized equipment such as catch-all poles and dart weapons. Removes dead animals and disposes of the same; handles seriously injured animals as necessary; follows specific procedures for animal bites; quarantines animals that need to be observed for rabies and other diseases. Assists county animal control officers upon request.

Monitors citywide activity to assure conformity to city ordinances, particularly the animal code, and codes dealing in public nuisance (such as weed control, trash, and junk complaints). Initiates civil and/or legal action against violators and testifies in court when requested.

Responds to calls for removal and disposal of declared nuisance animals; assists in deployment, maintenance, and retrieval of city owned animal traps, makes referral to the Department of Wildlife when protected animals are involved. Becomes actively involved to assist in resolving incidents involving unusual problems due to the activity of any mammal, insect, reptile, or bird. Provides information to the citizens by public speaking, personal contacts, and through the media

Qualifications

Education and Experience:

- A. High School Diploma

Knowledge, Skills and Abilities:

- Working knowledge of city geography and street systems; ability to enforce civil ordinances with tact and impartiality; working knowledge of applicable federal, state, county, and city laws and ordinances and departmental rules and regulations; ability to follow written and verbal instructions; ability to follow standard safety practices and procedures; ability to perform work requiring good physical conditioning; ability to communicate effectively verbally, in writing, and by computerized reporting; ability to establish and maintain effective working relationships with employees, other agencies, and with the public.

Special qualifications

- Must be at least twenty-one (21) years of age.
 - Must possess a valid Utah driver's license.
 - Must have typing skills of at least 20 wpm.
 - Must have basic computer skills.
 - Must be able to communicate well with the public.
 - Must live within six miles of the Price City Police Department.
 - Must pass a background investigation.
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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. This job description is subject to change as the need and requirements of the job change.