

**CITY OF LOMA LINDA  
CODE COMPLIANCE/ANIMAL CONTROL OFFICER**

**Definition:**

Under general direction, performs a variety of functions, including municipal code enforcement pertaining to animals, public nuisances, license regulations, zoning, and other applicable codes.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

**Animal Control Duties:**

1. Patrols City for stray, injured, and dead animals; captures and impounds stray, injured or diseased, and uncontrolled animals.
2. Collects and disposes of dead animals, uses nets, ropes, traps, and other tools to capture and control animals.
3. Interprets, enforces and educates the public all City ordinances pertaining to animal control.
4. Explains State and local laws, codes, and ordinances relating to the care and control of animals, filing of complaints, and policies of the contracted shelter to the public.
5. Examines animal licenses for validity and investigates complaints of nuisance, dangerous, vicious, or stray animals, barking dogs, and crying fowl.
6. Conducts initial investigation of complaints regarding animal cruelty.
7. Investigates animal bites, arranging for appropriate identification and quarantine.
8. Answers questions from the public and provides information as requested concerning Animal Control programs and activities.
9. Issues warnings, civil, and/or criminal citations to responsible parties.
10. Interfaces with the hearing officer/City prosecutor and makes court appearances, as necessary.
11. Maintain records of animal license fees.

**Code Compliance Duties:**

1. Answers questions from the public and provides information as requested concerning code compliance programs and activities.
2. Investigates municipal code violations and initiates appropriate action to insure correction.
3. Receives and investigates complaints of code violations and enforces provisions of state and local law to resolve problems.
4. Issues civil citations, or initiates paperwork to insure compliance through the courts.
5. Interprets, enforces and educates the public on City ordinances and other applicable codes pertaining to code enforcement.
6. Issues warnings, civil, and/or criminal citations to responsible parties.
7. Assists in the identification and citation of environmental violations.
8. Prepares written reports on activities and makes recommendations for abatement of municipal code violations.

**General duties:**

1. Assists other agencies or City departments with Animal Control and Code Compliance activities.
2. Maintains records and files, prepares written reports and correspondence.
3. Interfaces with the hearing officer/City prosecutor and makes court appearances, as necessary.
4. Attends meetings and participates in discussions of municipal codes and procedures.
5. Interfaces effectively with state, county, and local agencies.

6. Assists San Bernardino County Sheriff personnel in routine matters.
7. Performs other related duties as required.

## **Qualifications Guidelines**

### **Education and/or Experience**

High School diploma or equivalent GED certificate AND experience equal to two years in Animal Control or Code Enforcement or a combination thereof and some experience working closely with the public.

Completion of PC 832 within one year of hire.

Possession of a valid California Driver's License at time of hire.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Search and Seizure laws and regulations.
- Investigation and coordination procedures.
- Applicable state, county, and local codes.
- Land use laws and regulations.
- General plan and zoning processes.
- Operations and activities of municipal government.
- The handling and care of domestic and wild animals, working knowledge of animal control ordinances and operational procedures.
- Capturing, handling, and retaining animals.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.

#### **Skill and Ability to:**

- Read and interpret municipal and state codes.
- Analyze code violations and recommend remedies.
- Deal with individuals in potentially adversarial situations.
- Prepare case reports.
- Handle stress.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a PC or Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records, electronically and on paper.
- Establish and maintain effective working relationships with the public and all levels of staff, management, and elected or appointed officials.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Physical Requirements and Working Conditions:**

- Working hours Monday – Friday, 8 hours per day, with occasional evening and/or weekend duty as needed.
- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Performs lifting, pushing, and/or pulling, which could exceed 100 lbs.
- May be required to work in inclement weather conditions.
- May work around moving traffic.
- May be required to work within enclosed spaces or at heights above ground level.
- Required to traverse hilly and rocky terrain.
- Frequently deal with irate members of the public.
- Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings and conduct investigations.

**The Ideal Candidate will demonstrate:**

- Working knowledge of appropriate Animal Control and Code Enforcement services, laws, and regulations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform all required duties, setting appropriate priorities, and allocate time and resources between the two disciplines, with minimal supervision.