



Hiring Announcement

Animal Protection Officer/Assistant Code Enforcement Officer

Rate of Pay:	\$26.00/hr
Benefits:	Health Insurance subsidy and Retirement Plan with employer match
Location:	Graham Texas 76450
Job Type:	Full Time Position
Department:	Code Enforcement
Opening Date:	June 12, 2024
Closing Date:	July 8, 2024

Overall Duties of the Position

Under general supervision, enforce animal protection ordinances, laws, rules and regulations. Impound stray animals, as required. Under general supervision, enforce ordinances, conduct building inspections, and conduct health inspections within the jurisdictional limits of the City.

Specific Duties and Responsibilities

- Enforce animal regulations, rabies control, and licensing requirements
- Patrol the town and impound stray, unlicensed, or injured animals
- Destroy, in a humane manner, any animal which poses an imminent danger to a person or property, or one deemed injured, sick, or diseased beyond recovery, or as otherwise determined necessary by management
- Enforce animal control ordinances as well as federal and state laws regarding animals and cruelty to animals
- Remove deceased animals from roadways
- Operate, inspect, clean, and report any problems with department vehicles to the Code Enforcement Officer
- Assists in the disposal of deceased animals
- Investigate animal complaints and reports of animal bites
- Maintain accurate records of animal services division activities
- Issue citations and files complaints on violations

- Respond to court requests and testify in court, as necessary
- Assist in locating lost pets
- Educate the public on animal care and control
- Inform supervisor of all work-related activities
- Follow personnel and department policies and procedures, including administrative orders.
- Work after hours for emergency situations
- Enforce the code of ordinances, such as high grass, outdoor storage, junk vehicles and illegal parking and any other ordinance violations
- Perform Health inspections for food establishments
- Perform such other duties as may be directed by the Code Enforcement Officer or the City Manager

Qualifications:

- Must possess a valid High School Diploma or General Education Diploma
- Must currently possess a valid State of Texas Driver License
- Must be a citizen of the United States
- Must not be a convicted felon

Work Experience

- Prior animal and code enforcement experience preferred but not required
- Must submit to and pass a post offer, non-regulated drug test and thorough background checks (including criminal history)

Preferred Qualifications

Animal Control and or Code Enforcement Basic certification through Texas Department of State Health Services and Texas A&M Engineering Extension Service (TEEX) preferred but not required.

Knowledge / Skills / Abilities

- General working knowledge of animal control, code enforcement regulations, including chemical compounds and animal behavior.
- Ability to deal effectively, efficiently, and in a pleasant manner with distraught and/or irate citizens.
- Ability to make competent decisions under stress.
- Ability to follow instructions verbally and in writing.

Physical abilities

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to lift, pull and drag equipment and animals several times per day
- Ability to work indoors, outdoors, in confined spaces, on level, slippery, sloping, unstable, and muddy terrains

- Ability to work in adverse environmental conditions, to include inclement weather, noxious odors, solid waste substances, animal feces, urine, saliva, and in the sight of blood
- Ability to read, write, see, talk, hear, crawl, kneel, sit and squat and bend over

HIPPA COMPLIANCE STATEMENT

All employees who have access to health information whose confidentiality is protected by the HIPPA privacy rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPPA Privacy Rule will be subject to discipline, up to and including termination.

How to Apply

Persons interested in this position must complete an application which can be obtained at www.cityofgrahamtexas.com or at City Hall, 612 Elm Street, Graham, Texas 76450

Applications must be completed and submitted to bjcook@grahamtexas.net by 4:00 p.m. (CDT) on July 8, 2024.