

**Position Title: Code Enforcer / Building Inspector / Animal Control Officer**

**Reports To: Public Works Department**

**Position Type: Full-Time**

**Location: Town of Center**

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**Job Summary:**

The Code Enforcer / Building Inspector / Animal Control Officer is responsible for ensuring compliance with local codes, ordinances, and regulations related to building safety, zoning, and animal control. This role involves inspecting buildings, properties, and animal facilities, responding to complaints, and enforcing relevant laws to maintain the safety, health, and welfare of the community.

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**Key Responsibilities:**

**Code Enforcement:**

- Investigate and respond to complaints regarding violations of municipal codes and ordinances.
- Conduct regular inspections of residential, commercial, and industrial properties to ensure compliance with local codes.
- Issue notices of violation, citations, and fines as necessary.
- Attend Municipal Court for cases related to code violations.
- Work with property owners and occupants to resolve code violations through education and enforcement actions.
- Maintain accurate records of inspections, violations, and enforcement actions.

**Building Inspection:**

- Review building plans and permits for compliance with applicable building codes and regulations.
- Conduct on-site inspections during various stages of construction to ensure adherence to approved plans and building codes.
- Identify and document any construction defects, code violations, or unsafe conditions.
- Provide guidance to builders, contractors, and property owners on building code requirements.
- Prepare detailed inspection reports and maintain records of inspections and findings.
- Required to attend all Planning Commission meetings to present building permits and/or variance requests.

**Animal Control:**

- Respond to complaints and reports of stray, dangerous, or neglected animals.
  - Capture and impound stray or unlicensed animals in accordance with local laws and regulations.
  - Investigate cases of animal cruelty, neglect, and abandonment.
  - Educate the public on animal care and local animal control ordinances.
  - Coordinate with local shelters, veterinary clinics, and law enforcement agencies as needed.
  - Maintain accurate records of animal control activities, including reports, citations, and impoundments.
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**Qualifications:**

- High school diploma or equivalent; additional education or certifications in code enforcement, building inspection, or animal control preferred.
  - Minimum of One year of experience in code enforcement, building inspection, or animal control.
  - Knowledge of local, state, and federal laws and regulations related to building codes, zoning, and animal control.
  - Preferably Building Inspector certified or be able to obtain certification within 6 months of employment.
  - Strong analytical and problem-solving skills.
  - Excellent communication and interpersonal skills.
  - Ability to handle sensitive situations with tact and diplomacy.
  - Proficiency in using inspection tools and software.
  - Valid driver's license and ability to travel as needed.
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**Working Conditions:**

- Work is performed both in the office and in the field.
  - Exposure to various weather conditions and potentially hazardous environments.
  - May involve handling animals that are frightened, injured, or aggressive.
  - Occasional evening, weekend, or holiday work may be required.
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**Physical Requirements:**

- Ability to lift and carry objects up to 100 pounds.
  - Ability to walk, stand, and climb for extended periods during inspections.
  - Ability to handle and restrain animals safely and humanely.
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**Salary and Benefits:**

- \$18 - \$20
  - 100% Employer-Paid Health Insurance
  - Competitive dental, vision, and life insurance plans
  - Generous PTO vacation earnings
  - Up to 3% match for retirement IRA's
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**Application Process:**

Interested candidates should submit a resume, cover letter, and references via email to [jhurtado@centerco.gov](mailto:jhurtado@centerco.gov) or drop it off in person at Center Town Hall, 294 S. Worth St. by July 15<sup>th</sup>, 2024.

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We are committed to fostering an inclusive and diverse workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or veteran status.

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This job description is intended to convey information essential to understanding the scope of the Code Enforcer / Building Inspector / Animal Control Officer's position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.