

Job Description

Code Enforcement/ Animal Control Officer/ Building Maintenance Technician

This position requires multiple skills in helping to maintain the safety and health of the citizens by ensuring that the buildings and land in the City of Grantville are in accordance with housing and zoning ordinances. Additionally, code enforcement serves as the local Animal Control Officer and Building Maintenance Technician for City Hall.

Position reports directly to the City Manager.

Duties:

- Investigate the abandonment of properties and buildings.
- Determines the nature of environmental or health hazards and nuisance violations.
- Issue permits or citations for violations of ordinance.
- Prepare and provide written reports to the Municipal Court.
- Patrol city areas to contain and pickup stray, sick/injured, feral and unwanted or captured animals for transport.
- Perform emergency animal rescue service as needed.
- Serve on local or county Animal Control Board.
- Educate the public on animal care and control regulations.
- Prepare and maintain necessary reports in accordance with (IAW) state, local and federal regulations.
- Tranquilize dangerous/ vicious animals.
- Destroy dangerous/ vicious animals in safe humane manner IAW the ordinance.
- Investigate and respond to written complaints from citizens.
- Perform routine vehicle and equipment maintenance.
- Maintain written documentation of equipment.
- Maintain local animal shelter: dogs and cats
- Perform all custodial and maintenance duties for city hall as necessary.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to establish and maintain effective working relationship with the general public.
- Ability to perform other duties as assigned or required.

QUALIFICATIONS:

- High School Diploma or GED.
- Knowledge in the areas of plumbing, heating/ cooling and general maintenance.
- Able to possess Code Enforcement Level 1 certification in a timely manner.
- Ability to use computer technology.