**Title: Compliance Officer/Animal Control Department: Administration**

**Location: City Hall**

**Reports to**: **Chief Administrative Officer, Deer Lodge**

**FLSA Status: Non-Exempt**

**Position Summary:**

The employee serves as a resource and provides information on City regulations to property owners, residents, businesses, and the general public. The employee responds to citizen complaints and initiates follow-up compliance inspections. Under general supervision, performs a variety of technical tasks in support of the City of Deer Lodge’s Code Compliance Program. The employee investigates, inspects, and enforces the City’s Code and supplementary Ordinances. Including in these responsibilities, the employee performs inspections of streets, alleyways, and properties to observe and document any violations to all applicable ordinances, codes, and regulations related to zoning, land use, animal control, property decay, junk vehicles, parking, building, water usage, and other matters of public concern.

**Responsibilities:**

* Patrols in a City vehicle to identify and legally document ordinance violations to zoning, land use, property decay, junk vehicles, building, water usage, animal control, parking violations, and other matters of public concern.
* Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances, and issue administrative and citations and notices of violation, as necessary.
* Receives and responds to citizen complaints and reports from other City Departments on alleged code and ordinance violations.
* Prepares a various written reports, memos, and correspondence related to enforcement activities.
* Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, andother job-related activities including detailed information regarding enforcement activities to substantiate violations including taking photographs, interviewing appropriate citizens to investigate complaints, and researching code provisions.
* Communicates the existence of potential code violations to City Departments including Police and Fire, City and District Courts, and other affiliated agencies (federal, state, & county) related to environmental, building occupancy, housing conditions, pollution, and other nuisance and hazardous conditions.
* Assists City Attorney, Chief Administrative Officer, Deer Lodge Police Department Chief of Police, and other designated City staff with the preparation of written reports, memos, and other correspondence related to enforcement activities.
* Coordinates with the Building Inspector to verify if property improvements are authorized with the issuance of a Building Permit and will issue a Stop Work Order when necessary.
* Attends meetings to provide interpretations and explanations of City codes and ordinances; and serves as a resource to other City Departments, Board of Adjustment, Planning Board, City Council Committees, outside agencies, and the general public regarding the ordinance compliance process.
* Organizes evidence in support of legal actions taken by the City; appears in City and District Courts when called to do so; testifies at hearings and in court proceedings as required.
* Maintains a thoroughly knowledge of City ordinances and enforcement processes.
* Participates in the revising, drafting, and adopting of City codes and ordinances.
* Maintains and works with proprietor of the City Kennel, assures care for the daily needs of all animals kept in the facility and keeps accurate documentation of all animals impounded in the facility.
* Enforces animal control ordinances of the City of Deer Lodge and assists with legal action against violators.
* Assure that the City will be free from animals at large, creating hazards of public health, public safety, or

public order: protects animals from mistreatment and rids the streets and roads of animal carcasses.

**Qualifications:**

* Graduation from high school or GED equivalent, supplemented by technical training and/or college level coursework in criminal justice, community planning, construction trades, public administration, or another related field.
* One year of work experience involving a high level of public content dealing with the enforcement, inspection, and investigation of regulatory codes and/or municipal law is highly desirable.
* Experience that includes the enforcement of municipal codes is highly desirable.

**Special Requirements:**

* Must have current and valid Montana driver’s license.
* Must be able to pass applicable background checks, fingerprints, and have a clear driving record.
* Experience with effective public relations practices.
* Principles and procedures of record keeping and methods of formal business correspondence and technical report preparation.
* Must be able to read and interpret maps, plats, codes, ordinances and regulations, property profiles, and comprehend legal documents and descriptions.

**Tools and Equipment Used:**

* Motor vehicles, mobile radio, and cell phone.
* Operates computers and handheld tablets to enter, process, and acquire data relative to complaints,

inspection sites, and effective code enforcement; research complaints.

**Physical Demands:**

* Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.
* The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**Working Environment:**

* Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

**Date: 06.18.21**

**Employee’s Signature: Date:**