



CODE ENFORCEMENT OFFICER

EXEMPT:	Non-exempt	DEPARTMENT:	Police
REPORTS TO:	Police Chief	PAY RANGE:	\$34,320 - \$42,640

GENERAL PURPOSE

Performs enforcement and administrative duties, regarding established municipal codes associated with weed abatement, traffic control, trash, animal control, snow removal, and abandoned/wrecked vehicles.

SUPERVISION RECEIVED

Individual works under the supervision of the Police Chief and receives general direction from Police Department supervisors.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The City may change these duties at any time.

- Enforces established City weed control, tree trimming, trash and snow removal and abandoned/wrecked vehicle ordinances by contacting and educating citizens, issuing warning tickets and summonses, and testifying in court as required.
- Prepares and maintains a variety of reports, records and logs that record daily activities and incidents and provides backup and follow-up records when needed.
- Performs patrol throughout the City to locate, apprehend and impound stray animals running at large.
- Responds to and investigates citizen complaints of stray animals, animal nuisances or reported abuse or negligence.
- Transports apprehended animals to the animal shelter or to local veterinary medical facilities in the case of injury or neglect.
- Operates, oversees and maintains the animal shelter by ordering supplies, coordinating the animal adoption program and performing other required functions of the shelter.
- Responds to calls from other departments or the public regarding ordinance infractions.
- Addresses questions from the public and/or directs the inquiry to the appropriate department.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Knowledge of ordinance enforcement and procedures and practices.
- Basic knowledge of government regulation and the ability to read, interpret, apply and communicate the requirements of selected provisions, codes and regulations.
- Solid customer service skills.
- Solid interpersonal and organizational skills, tact and ability to resolve problems and manage conflict.
- Ability to work independently and exhibit skills in organization and professional level services.
- Ability to respond calmly and effectively in stressful situations.
- Ability to adhere to the laws, policies and ethics of confidentiality
- Ability to handle animals effectively and perform physical tasks associated with the assignment.
- Skills in utilizing problem-solving strategies.
- Ability to write effective and comprehensive reports.
- Knowledge of current technological capabilities and applications.
- Ability to establish and maintain effective working relations with employees, supervisors, other organizations and the general public.

EDUCATION & EXPERIENCE

- High school diploma or equivalent (GED).
- Experience in similar position preferred, but not required.

LICENSES AND CERTIFICATIONS

- Must possess a valid Colorado Driver's License and maintain a satisfactory driving record.
- May require certification in First Aid and CPR.

DISQUALIFICATIONS:

The following criteria will cause the disqualification of an applicant from the selection process for any position with the Police Department:

Drug/Alcohol Use:

- Use of marijuana in any form.
- Any arrest for Driving Under the Influence or Impaired for alcohol or drugs in the last five years unless case was dismissed.
- Influence of any other illegal drug within the last five years.
- Any production, cultivation, transportation, or sale of illegal drugs.
- Any instance of fraudulently obtaining a prescription medication or controlled substance or forging a prescription order.

- Evidence of current excessive alcohol use.
- Use of any illegal drug, on or off duty, while employed as a law enforcement officer.

Driving Record:

- Any citation for reckless driving or speed contest/drag racing in the last five years (determined by cited offense, not by plea disposition).
- Any driver's license revocation, denial, suspension, or cancelation within the last five years.
- Any driver's license revocation as a Habitual Traffic Offender.
- Any Hit and Run accidents within the last five years.

Certification/Eligibility:

- Falsifying documentation of a college degree, transcript, or specialized training.
- Falsifying documentation of law enforcement certification.
- Knowingly falsifying requested information during the selection process.
- Cheating on any portion of the selection process.

Military Service:

- Any dishonorable discharge from military service.

Criminal History:

- Conviction of any domestic violence related offense.
- Conviction of animal cruelty or another State's version thereof.
- Any felony conviction.
- Any felony adjudication as a juvenile.
- Self-admitted commission of any felony as an adult.
- Applicant is currently subject to any restraining order pursuant to a domestic violence proceeding, or which prohibits them from possessing a firearm.
- Any pattern of criminal activity (self-admitted or otherwise).

Character:

- Falsified a written report.
- Given perjured sworn testimony at any time as an adult.
- Offering or paying a bribe at any time.
- Current or former member or supporter of any group that seeks to alter the form of government of the United States of America by unconstitutional means.
- Prior conduct that could bring discredit upon the Department, or the individual.

To apply email your resume and cover letter to Shelly Valdez, Human Resources Director, at svaldez@rockyford-co.gov. Applications may also be submitted in person or delivered to:

City of Rocky Ford
203 S Main Street
Rocky Ford, CO 81067

Equal Opportunity

The City of Rocky Ford is an Equal Opportunity Employer and a Drug-Free Workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees and residents.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	O
Standing	F	Inside Work	F
Walking	F	Outside Work	F
Running	F	Walking on uneven surfaces	O
Stooping	F	Working at height	O
Kneeling	F	Other:	
Squatting	F		
Climbing	F	Environmental Conditions	
Balancing	F	Exposure to Chemicals	F
Reaching	F	Exposure to Gases/Fumes/Dust	F
Grasping	C	High Noise Levels	O
Fingering	C	Moderate Noise Levels	F
Handling	C	Vibrations	O
Visual Acuity: Near	F	Light/Power Equipment Ops	O
Visual Acuity Far	F	Heavy Equipment Operation	O
Depth Perception	F	Work in Traffic	F
Color Discrimination	F	Local Travel	F
Peripheral Vision	F	Out of Town Travel	R
Talking	C	Other:	
Hearing	C		
Other:		Weight of Objects Moved	
		Over 100 pounds	O
		Over 50 Pounds	F
		Over 10 pounds	F

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date

JOB DESCRIPTION ACKNOWLEDGEMENT FORM



Employee Name: _____

Job Title: Code Enforcement

Department: Police Department

Supervisor: Police Chief

Date: _____

I acknowledge that I have received, read, and understand the job description for my position as **Code Enforcement** for the **City of Rocky Ford Police Department**. I understand the duties and responsibilities associated with my role and agree to perform them to the best of my ability. I also understand that this job description is not exhaustive and that additional duties may be assigned as needed.

I acknowledge that this job description does not constitute a contract of employment and that my employment is at-will, meaning that either the company or I may terminate the employment relationship at any time, with or without cause or notice.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____