



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDESE.COM

Code Enforcement/Animal Control Officer

The Town of Valdese (approximate population 4,500) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the “foothills meet the mountains”. Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

The Town of Valdese is currently seeking a pro-active **Code Enforcement/Animal Control Officer**. An employee in this class is responsible for conducting field checks in the Town of Valdese to inspect dwellings and property, obtaining ownership information, conducting follow up inspections, and handling administrative coordination and correspondence involving violations. Work involves nuisance abatement, junk motor vehicle removal, minimum housing and ordinances requirements. Work involves advising the public, management and Council. Technical judgment is required to interpret provisions of the codes and ordinances. Inspections may require physical effort and are performed under hazardous conditions. The employee is subject to inside and outside environments in extreme temperatures, and exposure to fumes, odors, dusts, mists, gases, and oils. Tact, courtesy, and firmness must be exercised in dealing with the general public. This employee also serves as the Animal Control Officer which includes the control and treatment of animals in the Town of Valdese.

Education and Experience Requirements:

Education and experience equivalent to graduation from a two-year college. Considerable experience is recommended in code enforcement or law enforcement or an equivalent combination of education and experience. Sworn or Non-Sworn Officer. If Sworn Police Officer completion of basic law enforcement training; possession of Basic Law Enforcement Certification.

Special Requirements:

Valid North Carolina Driver's License.

Must live within thirty (30) minutes of the Valdese Town limits if sworn Police Officer.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The salary range for this position is \$37,007 - \$55,511. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

Contact and submittal information:

Jessica Lail
Clerk/HR Director
P.O. Box 339
Valdese, NC 28690

Email: jlail@valdesenc.gov

Telephone: 828-879-2117

Hand delivery: Valdese Town Hall, 102 Massel Avenue SW, Valdese, NC 28690

Cover letter, resume and completed application required. Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.townofvaldese.com.

Deadline: May 7, 2021

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



Town of Valdeese
Code Enforcement/Animal Control Officer

I. General Statement of Duties

Performs proactive code enforcement that involves technical inspections work enforcing municipal codes on minimum housing, nuisance abatement, junk motor vehicles, abandoned buildings and non-residential maintenance within the Town of Valdeese. Performs technical field work in the enforcement of animal control ordinances within the Town of Valdeese.

II. Distinguishing Features of the Class

An employee in this class is responsible for conducting field checks in the Town of Valdeese to inspect dwellings and property, obtaining ownership information, conducting follow up inspections, and handling administrative coordination and correspondence involving violations. Work involves nuisance abatement, junk motor vehicle removal, minimum housing and ordinances requirements. Work involves advising the public, management and Council. Technical judgment is required to interpret provisions of the codes and ordinances. Inspections may require physical effort and are performed under hazardous conditions. The employee is subject to inside and outside environments in extreme temperatures, and exposure to fumes, odors, dusts, mists, gases, and oils. Tact, courtesy, and firmness must be exercised in dealing with the general public.

An employee in this classification is responsible for enforcing city ordinances and North Carolina statutes related to the control and treatment of animals. Work also includes educating the public about animal control ordinances and serving as an informational resource providing information about adoption, care, and treatment of animals. Work is performed under the general supervision of the Chief of Police, and is evaluated through conferences, review of reports and records.

III. Duties and Responsibilities

Essential Duties and Tasks

Code Enforcement

- Responds to citizens' complaints regarding violations.
- Advises the public regarding applicable state and local codes and ordinances.
- Notifies responsible parties of defects, necessary corrective action, and re-inspections to determine if corrective actions have been taken; prepares correspondence.
- Conducts inspections and re-inspections of buildings and/or property; makes visual observations and gathers information as needed to support judgments and decisions regarding violations and corrective action.
- Inspects existing buildings for minimum housing to ensure compliance with codes, ordinances and regulations.
- Coordinates work with building inspections and other departments as appropriate.
- Prepares monthly reports for management and The Town Council.
- Maintains records of inspections and prepares necessary reports.
- Performs field work and staff assistance for the planning department as needed.
- Recommends legal action to ensure compliance with state and county codes.
- Initiates legal action against violators who do not comply.

- Ensures proper maintenance of assigned vehicles and equipment.

Animal Control

- Responds to and investigates complaints regarding domestic animals.
- Patrols the streets for stray and/or unlicensed animals (including wildlife and agricultural animals when necessary), impounds them, and takes them to the animal shelter.
- Investigates reports or complaints of animal bite reports, animals running at large, barking dogs, potential issues involving animal cruelty, reports of dead animals, and other related concerns; coordinates the handling of animals with the county health department and rabies staff.
- Investigates and evaluates routine cases of alleged cruelty to animals and complaints of animals causing excessive noise.
- Issues summons to those found violating animal control and protection laws, ordinances, and general statutes.
- Rescues injured animals and/or performs field euthanasia of injured and sick animals as necessary by means of chemical injections or use of a firearm.
- Prepares detailed investigative summaries for presentation in court and coordinates with prosecuting attorneys and witnesses for court testimony.
- Prepares written reports of cases investigated.
- Assists other law enforcement agencies with animal related problems including county health department, municipal fire and rescue agencies, and zoning enforcement offices.
- Performs grounds maintenance duties at police complex and firing range.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Code Enforcement

- Considerable knowledge of zoning, and/or minimum housing state codes and local ordinances.
- Working knowledge of commonly used office computer software programs for word processing, and spreadsheets.
- Skill in interpretation of codes and in application to specific situations.
- Ability to establish and maintain effective working relationships with the public, other employees and supervisors.
- Ability to exercise sound judgment and initiative in making assessments and initiating enforcement actions.
- Ability to enforce regulations in a tactful and firmly manner, and to handle angry citizens and diffuse volatile situations.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain accurate and thorough records.
- Skill in collaborative conflict resolution.
- Ability to act with sound judgement in routine and emergency situations.
- Ability to present effective court testimony.
- Ability to build and maintain cooperative and effective public relations with the citizens.
- Ability to generate monthly reports for the Manager and Council member as well as attending monthly Town Council meetings.
- Ability to be a self-starter and work independently.

Animal Control

- Knowledge of local and state laws, ordinances, and regulations governing the control of animals and the protection of livestock and fowl.
- Knowledge of the proper procedures for handling and examination of domestic and wild animals which may be diseased or aggressive.
- Knowledge of basic animal care.
- Ability to apply judgment, tact, and discretion when communicating with the public.
- Ability to understand city ordinances and general statutes that apply to animal control.
- Ability to follow oral and written instructions, complete required forms, and operate a municipal radio and Town vehicle.
- Ability to recognize rabies symptoms and apply standard procedures to actions taken.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
- Must be able to perform medium to heavy work exerting up to 50 pounds of force occasionally; 20 pounds frequently and 10 pounds constantly.
- Must possess the visual acuity to inspect details of construction, to prepare reports, to read extensively, and to operate a computer terminal.
- Must be able to speak with others, hear spoken words.

Desirable Education and Experience

- Possession of high school diploma or equivalent, an associate degree and two years of experience in code enforcement work preferred.
- Sworn Police Officer or Non-Sworn
- If Sworn Officer - Completion of basic law enforcement training; possession of Basic Law Enforcement Certificate; or an equivalent combination of education and experience.
- If Sworn Officer - Certification by the North Carolina Justice Training and Standards Council as a law enforcement officer.
- Prior experience in the care of handling of animals.

Special Requirements

- Possession of a valid North Carolina driver's license.
- If Sworn Officer - Must live within thirty (30) minutes of the Valdese Town limits.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is non-exempt.