



JOB DESCRIPTION

JOB TITLE: Part-Time Combined Code Enforcement/Animal Control Officer
DEPARTMENT: Police Department
REPORTS TO: Chief Code Enforcement Officer

SUMMARY OF JOB: Works under the general supervision of the Chief Code Enforcement Officer and Police Captain.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Performs a variety of field and office work in support of the City's local code enforcement program. Enforces compliance with State and City regulations and ordinances including those pertaining to nuisance ordinances, health and sanitation, blight, junked vehicles and other codes as assigned.
- Perform various duties related to the control of all animals within city jurisdiction. Knowledge of federal, state and local laws pertaining to the care, treatment, handling and impoundment of animals, including euthanasia. Demonstrated ability to care for, handle and restrain animals in a humane and safe manner.

EDUCATION:

High School Diploma or G.E.D or 2 years of job related experience.

CERTIFICATIONS AND LICENSES:

Must possess a Valid Texas Driver License. Possess certification as a Code Enforcement Officer or the ability to obtain certification within two years of employment. Texas Animal Control Certification.

Applications are available on the City website: www.foresthilltx.org or at City Hall, 3219 California Parkway, Forest Hill, TX 76119. Send application to Jacquelyn Allen, Interim Human Resource Director, 3219 California Parkway, Forest Hill, TX 76119. Position open until filled.

The City of Forest Hill is an equal opportunity employer.