



Town of Sullivan's Island, South Carolina
CODE ENFORCEMENT/ANIMAL CONTROL OFFICER

DEPARTMENT: Building & Planning Department
SUPERVISOR: Town Administrator

FLSA: Non-Exempt
Full-time

FUNCTION:

Assist the Building and Planning Department with the enforcement of various zoning and municipal codes; serve as the Town of Sullivan's Island Animal Control Officer. This position is subject to 24/7 recall for severe weather emergencies or when needed for emergency animal control functions.

DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Code Enforcement Duties:

1. Investigate complaints of Town code violations and investigate possible infractions. Issue citations for violations, when necessary.
2. Interview witnesses and gather information, issue written notices and citations.
3. Testify in representation of Town staff in court proceedings regarding zoning matters and code violations. Work collaboratively with prosecuting attorney.
4. Assist in enforcement of all Business Licensing regulations.
5. Assist in enforcement of all provisions of the Zoning Ordinance.
6. Perform weekend inspections as needed to ensure compliance with Town codes.
7. Perform inspections of stormwater infrastructure on private and public property.
8. Experience in tree identification and tree management techniques preferred.
9. Create case records by preparing and collecting data and evidence for court proceedings.
10. Prepare or complete various forms, reports, correspondence, code violation reports and other documents.
11. Public outreach to community regarding various code requirements and enforcement, as directed.
12. Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure personal safety.
13. Communicates with Town Administrator, department heads, residents, property owners, businesses, contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
14. Maintains current knowledge and awareness of applicable laws/regulations.
15. Operates a computer, motor vehicle, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
16. Performs other related duties as required by Building and Planning Department staff.

Animal Control Duties:

1. Respond to calls for service regarding animal complaints.
2. Safely and humanely capture and transport animals to animal shelters or other appropriate facilities.
3. Communicate with South Carolina Department of Natural Resources (SCDNR) when encountering wildlife protected and regulated under state and federal laws.
4. Investigate reports of animal cruelty, neglect, or abuse and take appropriate action to protect animals.
5. Educate the public on responsible pet ownership, including licensing, spaying/neutering, and vaccination requirements.
6. Enforce animal control ordinances and regulations, including leash laws, zoning requirements and dangerous/vicious animal ordinances, and issue town citations for violations, when appropriate.
7. Ensure Town animal control facilities are maintained, clean, and orderly.
8. Maintain records and files on animals impounded or transported to other facilities
9. Provide assistance or advice to other Town departments.
10. Interview witnesses and gather information; issue written notices and town citations for violations of animal control ordinances
11. Follow safety procedures, utilizes safety equipment, and monitors work environment to ensure personal safety.
12. Communicate with supervisor, employees, other departments, Town officials, residents, property owners, businesses, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
13. Maintain current knowledge and awareness of applicable animal control laws/regulations
14. Operate a computer, motor vehicle, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
15. Testify in court
16. Performs other related duties as required.

ESSENTIAL FUNCTIONS:

Field Inspections (70%): Drive, investigate, observe and inspect. Take pictures, gather and document evidence; public interaction. Ability to work outside in a range of weather/temperature conditions.

Office Duties (20%): Answer and make telephone calls. Data and information entry. Records scanning and property research. Assist customers.

Court Proceedings (5%): Present cases and supporting evidence to municipal court

Community Outreach (5%): Community education sessions regarding codes and ordinances. Listen to community concerns. Attend neighborhood meetings.

MINIMUM QUALIFICATIONS:

High School degree; supplemented by 2-5 years of responsible experience in municipal code enforcement and animal control enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid South Carolina driver's license.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform first-line customer interaction, to include customer assistance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to exercise independent judgment to apply facts and principles to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment and decisiveness in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL AND MENTAL REQUIREMENTS:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (12-100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as temperature and weather extremes, traffic hazards, or violence.

The Town of Sullivan's Island, South Carolina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.