

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 623**

**PUBLIC WORKS INSPECTOR**

**GENERAL**

Responsible inspection and liaison work involved with the enforcement of the City Code of Ordinances, animal control and related Public Works duties. Work is performed under the direction of the Public Works Director.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Captures animals from hand, trap, ketch-all pole and tranquilizer gun.
- Removal of dead animals.
- Transports animals daily to different agencies, i.e., Broward County Animal Care & Regulation; Wildlife Care Center.
- Answers calls regarding complaints of vicious, diseased or stray animals and other animal related problems; logs such calls; and completes necessary reports.
- Investigates animal cruelty complaints and requests that the police department initiate investigations when necessary. Works directly with the assigned investigator to complete cases.
- Investigates dog bite cases; assures that confinement of the animal is proper and complete according to law; provides for humane treatment of animals. Completes case file, citations, and other documentation necessary for the City Attorney's prosecution.
- Appears in court when requested by City Attorney or subpoena.
- Euthanasia of sick, injured and dying animals as dictated by training.
- Provides information and counseling to animal owners regarding provisions of the law; distributes informational materials.
- Prepares reports on all stray and surrendered animals.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of City ordinances relating to animal control.
- Knowledge of legal procedures related to the enforcement of related ordinances.
- Knowledge of the safe and proper techniques for handling small animals.
- Ability to prepare and maintain routine work records, reports and computer input.
- Ability to respect but not fear of animals.

- Ability to operate assigned motor vehicles and equipment.
- Ability to communicate effectively with the general public.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma. Must have or obtain State of Florida certification in euthanasia and State of Florida certification as an animal control officer within one year from date of appointment. Experience in working with animals of all types which demonstrates ability to perform assigned duties.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Labor intensive position with the ability to stand, walk, run, push, pull and dig. Position requires moderate lifting up to 50 lbs on a regular basis and occasionally up to 100 lbs. Ability to apprehend large dogs and lift into cage. Ability to control vicious animals. Exposure to various types of animals and outside adverse weather conditions.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Rev 5/17**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 24/42

**Location:** Public Works Department

**GERS: Regular:** Regular Class