

POSITION TITLE: CIVIL ENFORCEMENT TECHNICIAN
DEPARTMENT: SAFETY
DIVISION: POLICE

CITY OF
BOWLING GREEN

REPORTING RELATIONSHIPS

None

Police Lieutenant / Service Bureau

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: _____

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for enforcing civil ordinances including nuisance, litter, animal and parking related ordinances. Provides for the collection of meter parking fees, and the installation and maintenance of parking meters. Provides the City's citizenry with a resolution to animal control, parking and zoning related problems.

JOB RESPONSIBILITIES

- Patrols the City, issues citations and warnings, prepares and maintains records, reports crimes / unusual situations
- Picks up stray, sick, or injured animals
- Refers dog at large and other dog related issues to the Wood County Dog Warden
- Sets Live traps, euthanizes animals, educates animal owners
- Investigates nuisance compliance, litter and tall grass, snow removal, Inoperable vehicle, trash can, parking and animal complaints
- Collects parking fees and fines, installs parking meters, performs periodic maintenance and repair of parking meters
- Develops recommendations to improve code enforcement, animal control and control of parking within the City
- May function as a relief school crossing guard
- Performs other duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand and/or sit for prolonged periods of time, walk, talk/hear, use hands to finger, handle or feel, and reach with hands and arms; incumbent must push, pull, carry or lift up to 100 pounds occasionally and up to 50 pounds frequently, must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <ul style="list-style-type: none"> Knowledge of City parking, zoning and animal control ordinances; and the operation, functions, powers, policies and procedures of the Police Division Knowledge of mechanical timer repair and ability to utilize hand tools such as screwdriver, meter wrenches and pry bars Knowledge of care/behavior of domestic, wild and exotic animals and live trapping and animal handling techniques Ability to drive a motorized vehicle in all types of traffic and weather conditions Ability to use spreadsheet, database, word processing and selected job-specific software Must maintain a valid Ohio Driver's License and have the ability to drive <p>Administrative Skills</p> <ul style="list-style-type: none"> Ability to analyze and resolve situations and problems Ability to adequate allocate resources to meet objectives Ability to use techniques of effective time management Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information <p>Cognitive Skills</p> <ul style="list-style-type: none"> Ability to deal with a variety of concrete variables in situations where significant standardization exists Ability to interpret a variety of technical information with abstract and or concrete variables Ability to identify problems, recognizing symptoms, causes and alternative solutions Ability to make timely, sound decisions 	<ul style="list-style-type: none"> Ability to interpret a variety of instructions in written, oral, diagram or schedule form Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals <p>Communications Skills</p> <ul style="list-style-type: none"> Ability to let people know of decisions, changes, and other relevant information in a timely fashion Ability to speak effectively one-to-one Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to prepare clear and concise reports, correspondence and other written materials Ability to create and maintain excellent working relationships with other city departments <p>Interpersonal Skills</p> <ul style="list-style-type: none"> Ability to use tact and discretion Ability to develop and maintain smooth, cooperative working relationships with peers and superiors. Ability to arrive at constructive solutions while maintaining positive working relationships Ability to deal courteously and diplomatically with the general public

DESCRIPTION OF WORKING CONDITIONS
Work is typically performed outdoors in potentially inclement weather conditions, with moderate contact with citizens and the general public.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
High school diploma or equivalent; valid Ohio Driver's License; six months to one year of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.