

We're Hiring!



Join our team as our

Animal Control and Nuisance Compliance Officer

The City of Odessa is seeking an Animal Control & Nuisance Compliance Officer. Odessa is a vibrant, historic community of approximately 5,500 people in a strategic location for future growth, while being able to maintain the small, hometown feel that residents desire. The community is known for its family-friendly way of living, superior school system, moderate cost of living, and is strongly supported by numerous civic organizations. Today, Odessa is the largest and fastest growing community in Lafayette County situated in western Lafayette County at the intersections of US Interstate 70 and Missouri State Highway 131. Odessa occupies about 4.1 square miles and is approximately 35 miles east of the heart of downtown Kansas City. It operates as a fourth class city and is served by a Mayor and Board of Aldermen with the City Administrator overseeing the day-to-day operations of the organization.



City of

ODESSA

Missouri

Position will remain open until filled.

Qualified persons should send resume, cover letter, and references to:

Josh Thompson, Odessa Police Chief

310 S First Street, Odessa, MO 64076

josh.thompson@cityofodessamo.com | www.cityofodessamo.com

CITY OF ODESSA, MISSOURI

CITY OF ODESSA, MISSOURI JOB DESCRIPTION

<i>Position Title</i>	<i>Animal Control & Nuisance Compliance Officer</i>
<i>Department</i>	<i>Police Department</i>
<i>Supervisor</i>	<i>Chief of Police</i>
<i>Grade</i>	<i>4</i>
<i>Salary Range</i>	<i>\$16.01-\$24.21 per hour (subject to qualifications/experience)</i>
<i>Position/Category</i>	<i>Regular/Full-time</i>
<i>FLSA Classification</i>	<i>Non-Exempt</i>
<i>Revised</i>	<i>10/2024</i>



JOB SUMMARY

Perform routine and complex enforcement of ordinances related to animal control, wild or domestic, including responding to citizen complaints regarding stray, injured, dangerous or unwanted animals, animals running at large, and investigation of cruelty to animals and animal bite reports.

Perform routine and complex enforcement of other ordinances related to nuisance violations such as tall weeds and grass, abandoned and junked motor vehicles, properly display numbers on homes and businesses, accumulation of trash or conditions which provide harborage for vermin.

JOB SCOPE

Position will work under the supervision of the Chief of Police and will generally have no supervisory or budgetary responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Animal Control:

Employee will provide safety to the community and animals by patrolling the city limits and city property for strays, diseased/injured or aggressive animals, investigating animal related complaints such as nuisances, bites, and animal neglect, removing road-kill, and enforcing animal ordinances.

Employee will maintain the City pound by cleaning animal pens and cages using proper chemicals and equipment to disinfect and performs minor repair and maintenance to pens and cages. Employee will feed and care for all confined animals and handles potentially rabid animals during bite investigations and observes animals during quarantine period for signs of illness. Employee will keep records pertaining to the city pound and the animals housed there; logs all incidents concerning animal control in compliance with the Missouri Department of Agriculture.

Employee helps educate residents on animal-related ordinances and helps to develop and provide public education programs regarding animal care issues. They will compile a variety of statistical data regarding animal control. Employee will photograph and post information of impounded animals at City Hall, website, and social media.

Nuisance Compliance:

Employee will investigate violations of City ordinances such as tall weeds and grass, abandoned and junked motor vehicles, proper display of numbers on homes and businesses, and nuisance violations such as accumulation of trash or conditions which provide undesirable odors and/or harborage for vermin.

CITY OF ODESSA, MISSOURI

Employee will investigate and declare specific nuisance when required and issue notices to abate such nuisance.

General Duties:

Employee will issue warnings and/or citations for non-compliance and appears in court to testify. Employee will serve various criminal or civil notifications to enforce animal control and nuisance violations and will attend abatement appeal hearings.

Employee will work an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Employee will be available and willing to work at least 8 hours per day, 40 hours per week, or other hours per day or hours per week as determined necessary or desirable to meet the City's needs. Employee must be available and willing to work such weekends and holidays as needed and must be willing to be subjected to emergency call in at the direction of the Chief of Police.

Employee will attend conferences, workshops, seminars and other training for professional development purposes as directed by the Chief of Police.

Employee will comply with all City policies and procedures and safely performs the essential functions of the position without posing a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others.

Employee will perform other related work as required by ordinance or assigned by Chief of Police.

PERIPHERAL DUTIES

Employee will patrol the City Lake property and Lake Venita property, checking for proper fishing and hunting licenses and cites violators concerning fishing and hunting laws.

Employee will maintain contact with general public, court officials, and other City officials in the performance of animal control and nuisance compliance operations to provide updates/resolutions on investigative activities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee will perform bending, squatting, twisting, kneeling, and reaching from overhead to ground level; must be able to lift, carry, push, and pull up to 50 pounds; hold and grip objects; climb such things as ladders, stairs, and fences; must run, walk, and sometimes crawl after animals; subject to periods of prolonged sitting and standing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee must be willing and able to take pre-exposure prophylaxis rabies (including boosters) shots/vaccinations periodically to reduce the possibility of rabies infection.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CITY OF ODESSA, MISSOURI

Both indoor and outdoor working environment with exposure to extreme weather conditions, dust, and pollen; subject to constant noise, odors, and fumes; possible exposure to disease and other safety hazards associated with handling injured, rabid, diseased, or vicious animals. Interacting with uncooperative and hostile people; may be subject to assisting in police operations involving deceased individuals, accident scenes, and/or entering dwellings to investigate hoarding and cruelty situations.

MINIMUM EDUCATION, EXPERIENCE REQUIREMENTS

- High School diploma or equivalent required; and
- Knowledge and practical application of the function of the personal computer, familiar with computer software programs and applications, functional understanding and previous exposure to modern office equipment and machines; and
- Must possess a valid Missouri Motor Vehicle Operator's License; and
- Ability to pass departmental background check including drug screening.

SKILLS, KNOWLEDGE, AND ABILITIES

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulation; knowledge of City's geography.
- Ability to analyze situations quickly and objectively and determine a proper course of actions to be taken; ability to cope with situations firmly, courteously, tactfully and with respect of the rights of others; ability to communicate effectively orally and in writing; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to perform work requiring good physical condition; ability to establish and maintain an effective working relationship with subordinates, peers, supervisors and general public.
- Ability to possess and maintain CPR certification and other first aid abilities.

SELECTION GUIDELINE

Formal application, rating education and experience, oral interview and reference check, polygraph examination, psychological examination, and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Josh Thompson, Chief of Police

Shawna Davis, City Administrator