

CITY OF HARDIN
VACANCY ANNOUNCEMENT
Animal Control/Code Enforcement

PRIMARY OBJECTIVE OF POSITION: Performs a variety of routine and complex work in the interpretation and enforcement of adopted City codes (ordinances) and public safety work in the enforcement of animal control ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Patrols streets to locate at large animals, promptly captures and impounds any animal found in violation of City ordinances. Also regularly patrols or inspects an assigned area to monitor for violations of other City ordinances. Responds to and follows up on complaints concerning animal problems or violations of City ordinances, including but not limited to animals running at large, vicious animals, nuisance animals, and unlicensed animals, public nuisances, weeds, dangerous trees, hazardous sidewalks or other conditions, noise, dumping, clearing, polluting, and other code related matters.

Removes dead, injured or vicious animals from streets and residential premises. Coordinate with the City's contract veterinarian to ensure proper maintenances of records, and files for impound animals; logs all incidents concerning animal control. Investigates violations of ordinances or potential violations; gathers evidence; questions complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings or correction notices.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.

Works closely with City Attorney in determining enforcement and what documentation is appropriate for prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court. Provides information to persons who request information or assistance in code enforcement related matters.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: High School diploma or GED equivalent: or an equivalent combination of education and experience. Must hold and maintain a valid driver license in the State of Montana and have a clean driving record.

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 of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Entry Level Salary: \$17.68 to \$20.37 per hour DOE

Benefits Include: Holiday, Sick, Vacation, Health/Dental/Vision, and Retirement

Application Closing Date: Thursday, August 13, 2026 by 3:00 p.m.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This is a Full – time position; 40 hours per week. Monday – Saturday with occasional Sunday. Union position available.

APPLICATIONS available: City of Hardin • 406 N Cheyenne • Hardin, MT 59034
(406) 665-9260 Ext. 104

Or <http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre–Employment Drug testing is required. Applicant is Subject to a Background Check.

CITY OF HARDIN

DEPARTMENT: Animal Control/Code Enforcement

GENERAL PURPOSE: Performs a variety of routine and complex work in the interpretation and enforcement of adopted City codes (ordinances) and public safety work in the enforcement of animal control ordinances.

Reports to: Works under the general supervision of the Mayor.

Schedule: This position is full time (40 hours) with flexible hours. Candidate will be required to work some Saturdays. Flexibility could include, but is not limited to four 10-hour shifts, some 10-hour and some 5-hour shifts, etc. There may also be a possibility of an occasional Sunday, should an emergency animal situation arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrols streets to locate at large animals, promptly captures and impounds any animal found in violation of City ordinances. Also regularly patrols or inspects an assigned area to monitor for violations of other City ordinances.
- Responds to and follows up on complaints concerning animal problems or violations of City ordinances, including but not limited to animals running at large, vicious animals, nuisance animals, and unlicensed animals, public nuisances, weeds, dangerous trees, hazardous sidewalks or other conditions, noise, dumping, clearing, polluting, and other code related matters.
- Removes dead, injured or vicious animals from streets and residential premises. Coordinate with the City's contract veterinarian to ensure proper maintenances of records, and files for impound animals; logs all incidents concerning animal control.
- Investigates violations of ordinances or potential violations; gathers evidence; questions complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings or correction notices.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.
- Works closely with City Attorney in determining enforcement and what documentation is appropriate for prosecution.
- Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.
- Provides information to persons who request information or assistance in code enforcement related matters.

PERIPHERAL DUTIES:

- Maintains departmental equipment, supplies and facilities.

DESIRED MINIMUM QUALIFICATIONS:***Education and Experience:***

- High School diploma or GED equivalent: or
- An equivalent combination of education and experience.
- Must hold and maintain a valid driver license in the State of Montana and have a clean driving record.

Necessary Knowledge, Skills and Abilities:

- Some knowledge of law enforcement principals, procedures, techniques, and equipment; working knowledge of basic animal restraint and care techniques;
- Some skill in operating the tools and equipment listed below; and
- Some training in animal behavior and control.
- Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public; ability to exercise sound judgment in evaluation situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.
- Successful use of basic computer programs, especially Microsoft Word, and be able to successfully formulate a business letter to communicate violations.
- Have general knowledge of caring for a vehicle and checking maintenance records, so that proper maintenance can be taken care of in the City shop.

SPECIAL REQUIREMENTS:

Must possess, or be able to obtain by time of hire, a valid Montana Driver's License. Must live in the City of Hardin, or within a 15-minute response time to the limits of the City of Hardin.

TOOLS AND EQUIPMENT USED:

Vehicle, animal capture equipment, radio, cell phone, first aid equipment, personal computer, mower, weed trimmer.

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.
- Successful candidate also must be capable of proper driving habits to maintain safety on the roadway and to represent the City of Hardin well.
- While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to stand and walk frequently; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must occasionally lift and/or move more than 50 pounds.

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.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is moderate.

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 of the position. Will perform such other assignments as may be directed in the day-to-day operations of the City.