



Position Description

Position Title:	Litter Enforcement Officer	Position Code:
Department:	Environmental Health Services	
FLSA Status:	Non-Exempt	
Revised:	04/09/2013	
Emergency Status:	Post Impact/Recovery Assigned	
Organization:	City of South Padre Island	
Address:	4601 Padre Blvd, South Padre Island, TX 78597	
Work Location:	South Padre Island Municipal Complex and SPI Beaches	
Web Address:	www.MySPI.org	

Leadership

Supervisor:	Environmental Health Director
Direct Reports:	None

Position Purpose

Performs all duties and responsibilities regarding the Anti-Litter Beach Program to ensure compliance with laws related to littering and glass on the public beach within the City limits. Enforces all City and State Ordinances on the beach and assists in Anti-Litter and Code Enforcement.

Essential Functions

- Patrols/monitors, responds and inspects complaints of potential violations relating to litter, glass, trash, hazardous or other conditions.
- Responds to complaints on the beach for trash/litter related issues or concerns.
- Responsible for maintaining current knowledge of job related City and State Ordinances.
- Greets and educates the public regarding beach violations or questions regarding City and State Ordinances on the beach.
- Responsible for creating and maintaining accurate records of services rendered and prepares written reports in a timely manner.
- Responsible for compiling and maintaining all required documents and reports including issuing correction notices and citations to obtain compliance.
- Works with supervisor and other staff in preparing for hearings regarding remediation of violations or hazards on the beach.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.



- Responsible for examinations of equipment, vehicles, working environments, etc. and taking photographs and samples where necessary.
- Obtains, prepares and/or presents reports, exhibits or other evidence for court as required.
- Responsible for picking up litter on the beach daily.

Secondary Functions

- Provides backup to related positions as needed.
- Serves on various employee or other committees as assigned.
- Responsible for training co-workers and other staff on any aspect of job assigned.
- Performs all other duties as assigned.

Capital and/or Fiscal Responsibility

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.

Credentials (minimum preferred)

+ Knowledge/Skills/Abilities

- Considerable knowledge of equipment, facilities, materials, methods, techniques and practices used in animal control/cruelty, public health and compliance and monitoring activities.
- Knowledge of State/Local ordinances regarding code and general sanitation regulations; code enforcement principles, practices and methods as applicable to a municipal setting; various land use, nuisance and public safety codes.
- Working knowledge of investigative techniques.
- Ability to: prepare, organize and maintain inspection field data, reports and systems; analyze complex situations, problems and data and use sound judgment in drawing conclusions to make decisions; comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly.
- Ability to testify in court in an objective, concise, and professional manner.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
- Ability to handle stressful situations and effectively deal with difficult people.
- Skill in operation of the listed tools and equipment.
- Basic knowledge of animals.

+ Formal Education/Certification/Licenses

- High School Diploma or GED equivalent.



- Valid Texas Driver's License.
- Ability to work after hours, weekends and holidays.
- Certified as Code Enforcement Officer and Animal Control Officer is preferred.

Prior Experience

- Two (2) years of code enforcement, animal control, and public interaction experience is preferred or any combination of education and experience deemed appropriate by the employer.

Language Requirements

- Bilingual: Spanish and English preferred.

Tools and Equipment Used

Personal computer, including word processing and data base software; motor vehicle; telephone; mobile or portable radio; copy and fax machine; shovels; hoes; spot lights; PA system; utility or pocket knife; nets; generators; pressure washer; etc.

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. Work is performed mostly in outdoor field settings with various weather conditions. While performing the duties of this job, the employee is regularly required to sit for periods up to (but not limited to) four (4) hours, stand, kneel, walk, use hands, type, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move a minimum of fifty (50) pounds and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, hand-eye coordination is necessary to operate computers and various pieces of other equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee spends considerable time making public contacts on the beach, and driving a City vehicle. Dealing with deceased and live animals is frequent. The employee occasionally works in high, precarious places. The noise level in the work environment is usually loud. This position is frequently exposed to wet and/or humid conditions, and may be exposed to extremely dirty and smelly conditions.

Selection Guidelines



Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____

