

## Field Inspector III

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### **DEFINITION**

This is basic supervisory foreman level inspection and enforcement work in the application of Animal Control legislation.

Work of this class involves assigning and directing the activities of subordinates engaged in animal control, animal handling, and impound duties. The incumbent exercises considerable independence in enforcing the bylaws and supervising subordinates who are handling complex complaints. Responsibilities include the field supervision of officers and assignment of duties, making recommendations for disciplinary action, training employees and establishing good working relationships with the public and staff. Incumbents must possess a thorough understanding of the bylaws applicable to their work, as they will be required to explain these bylaws to the public and provide legal testimony for the City in court.

### **TYPICAL DUTIES\***

Assigns, schedules and supervises the work of subordinate Field Inspectors, developing and implementing work procedures and schedules.

Investigates the more difficult, complex, or sensitive problems arising from enforcement action; prepares evidence for presentation in court, and represents the City while testifying in court. May be required to prepare special reports on specific issues in contention.

Reviews and recommends amendments to bylaws and departmental regulations.

Makes bylaw enforcement decisions on such matters as reasonable time allowances for payments or compliance, reasonable allowances when complete compliance is impractical and other similar situations. Explains bylaws and the reasons for enforcement decisions to the public, assisting citizens by advising them on how to meet the requirements of various bylaws.

Conducts daily checks on impoundment records and the general welfare of impounded animals.

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of the Animal Control legislation, operating policies and procedures, and customer service standards.

Extensive knowledge of investigational techniques and practices.

Ability to pass security clearance for appointment as a bylaw enforcement officer and special constable.

Ability to collect evidence and to present evidence in court as required.

Ability to plan, schedule and supervise the work of subordinates.

Ability to express ideas effectively, orally and in writing, and to prepare accurate reports.

Ability to establish and maintain effective working relations as necessitated by assignments, to dispense information, and to deal tactfully with the public.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of a two year diploma in law enforcement from a provincially recognized institution.

Five years of progressively responsible experience in investigation and public contact work, including a requirement for one year of supervisory experience in law enforcement.

Completion of Level I Foremanship Training or an equivalent recognized by the City of Edmonton.

Incumbents must successfully complete “Leading People for Results” program upon appointment.

Possession of a Class 5 Alberta Motor Vehicle Operator’s License.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0002			
Last Updated:	2003-07			
Previous Updates:	2000-09, 1990-07			
Originated:	1976-12			