



Title: Code Enforcement Officer

Pay Grade:

FLSA: Non-Exempt

GENERAL SUMMARY

Under general supervision of the Chief of Public Safety, position is responsible for routine and some complex work related to the enforcement and compliance of local ordinances and state laws pertaining to the abatement of public nuisances. Performs field inspections and investigations to enforce and ensure compliance with approved City ordinances, and applicable State regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identify code violations and inform property owners and/or responsible parties of code violations.
- Respond, in a timely manner, to complaints of various code violations, including, but not limited to: tall grass; junked vehicles; trash; stagnant, standing water; illegal dumping; abandoned and/or dangerous buildings; and illegal signs.
- Encourage code compliance and issue warnings and/or violation notices, as identified by local code and state law.
- Effectively communicate with responsible parties of code violations.
- Maintain records of all violations, warnings, notices and any other relevant materials regarding violations or complaints.
- Make presentations to and meet with Home Owners Associations and other groups.
- Communicate and cooperate with other departments and local, state, and federal entities.
- Work under minimal supervision.
- Maintain filing system.
- Compile reports regarding code enforcement violations.
- When necessary, make records available, prepare documents and testify during administrative and judicial hearings.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation.
- Assist other departments, as assigned.
- Perform all other duties, as assigned.

SKILLS, KNOWLEDGE & ABILITIES

- Ability to communicate effectively, orally and in writing.
- Ability to respond to complaints from citizens in a tactful manner.
- Knowledge of city ordinances and state laws as they apply to code enforcement duties.
- Ability to keep records, maintain schedule, and handle paperwork tasks.

- Ability to operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- Ability to communicate and cooperate with supervisors, co-workers, other departments, local, state, and federal entities, and citizens of the community.
- Ability to handle stressful situations and effectively deal with difficult and angry people.
- Ability to analyze situations, problems and data and use sound judgment in drawing conclusions and making decisions.
- Ability to comprehend and articulate facts and relationships, in detail, and to summarize and write clearly, concisely and legibly and to testify in court in an objective, concise and professional manner.
- Ability to work in the outdoors.
- Ability to work sitting, standing, and moving about for periods of time.
- Basic computer skills required.
- Ability to lift or carry up to 80 pounds without assistance. Ability to push, pull or carry up to 200 pounds with assistance.

PHYSICAL CAPABILITIES

Must be physically fit with strength sufficient to lift up to 80 pounds.

Must be able to work sitting, standing, and/or moving about for periods of time. Reading and writing is necessary. Must be able to operate all assigned equipment, including a vehicle. Work is performed outdoors, in a vehicle, and in a climate-controlled office. Must be able to work in inclement weather.

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.

MINIMUM EDUCATION, CERTIFICATION, AND EXPERIENCE REQUIREMENTS

- High school diploma or G.E.D. required.
- Completion of Basic Code Enforcement Officer training.
- Must be able to obtain Intermediate Code Enforcement Officer Certification within twelve (12) months.
- Two years experience as a Code Enforcement Officer required.
- Must possess a valid Texas Driver’s License and have an acceptable driving record.

Employee Signature

Date

Department Supervisor

Date

Director of Human Resources

Date