

Job Title: Development Coordinator/Code Enforcement

Eligibility: Open

System: Non-exempt

Department: Development
Immediate Supervisor: City Manager

BRIEF DESCRIPTION OF THE JOB: Under the general supervision of the City Manager, the purpose of this classification is to perform a variety of plan reviews, code enforcement, and/or coordination of necessary inspections and reviews.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percenta
ge of
Time Physical
Strengt
h Code

1) Enforce compliance with City Zoning Regulations and Health Ordinance. Inspect residential and non-residential properties to: <ul style="list-style-type: none"> o ensure compliance with applicable zoning, building, and environmental health codes, ordinances, and regulations; o determine whether the property is in compliance; o issue notices of violation as required; o document all actions and notices; and o perform follow-up inspections 	25%	L
2) Coordinate the inspection of industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.	10%	L
3) Inspect existing buildings and premises for change of use, occupancy, proper use of construction materials, or compliance with applicable codes and ordinances.	10%	S
4) Inspect location of new structures and check distances between buildings in relation to neighboring structures to ensure compliance with the zoning ordinance.	5%	S
5) Prepare, submit and maintain a variety of written reports and records using permitting tracking software. Assist in the issuance of permits, determination of applicable permits and fees.	10%	L
6) Attend civic and neighborhood association meetings.	5%	S
7) Read, interpret, and enforce applicable City, State, and Federal Codes, Ordinances, and Regulations.	5%	S
8) Communicate clearly and concisely, both orally and in writing. Deal effectively with contractors and the public in a pleasant manner.	10%	S
9) Confer with architects, contractors, builders, and the general public in the field and office; explain and interpret code requirements and restrictions.	5%	S
10) Respond to complaints of defective workmanship or improper installation; inspect and determine appropriate remedial action to be taken.	5%	L
11) Enter inspection details and related information to computer system and update and retrieve information as required.	5%	S
12) Perform additional duties and responsibilities as required and assigned by the City Manager. Regular attendance is required.	5%	S
<i>Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>		

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PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary _____ Light _____ Medium X Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Communicating with citizens, inspections, clerical duties
Sitting	F	Desk work, driving, normal daily activities
Walking	F	Around job site, normal daily activities
Lifting	F	Materials, ladder
Carrying	F	Tools, materials, ladder
Pushing/Pulling	O	Debris, light to heavy objects
Reaching	C	Access items during inspections
Handling	C	Items during inspections
Fine Dexterity	O	Typing
Kneeling	O	During inspections
Crouching	O	During inspections
Crawling	O	During inspections
Bending	O	During inspections
Twisting	O	During inspections
Climbing	O	Ladders
Balancing	O	On ladders and roofs
Vision	C	During inspections, driving, and reading
Hearing	F	Communicating with citizens and staff
Talking	F	Communicating with citizens and staff
Foot Controls	F	Driving

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Machines, Tools, Equipment, and Work Aids:

Radio, flashlight, ladder, electrical tester, level, and tape measure.

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	W	Extreme Temperatures	D	Noise and Vibration	M
Fumes and Odors	M	Wetness/Humidity	M	Darkness or Poor Lighting	S

HEALTH AND SAFETY					
Mechanical Hazards	W	Chemical Hazards	M	Electrical Hazards	W
Fire Hazards	S	Explosives	S	Communicable Diseases	M
Physical Danger or Abuse		Other (specify)			

PRIMARY WORK LOCATION				
Office Environment	X	Warehouse		Shop
Vehicle		Outdoors	X	Other:

Protective Equipment Required:

Hardhat

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	F	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	O	Noisy/Distracting Environment	O

JOB REQUIREMENTS

High School Diploma or equivalent supplemented by specialized training in the building trades and/or code enforcement. Preference given to ICC Certified Inspector and Texas Licensed Plumbing Inspector.

Preferred License or certification

- ICC commercial and residential building inspector certification is recommended.
- Possession of a TDLR Code Enforcement Officer Certification.
- Possession of a valid State of Texas Plumbing Inspectors License.
- Possession of a TDLR or ICC Residential and Commercial Electrical Inspector Certification.
- Possession of Residential Energy Plans Examiner/Inspector Certification.

Preferred Training and Experience:

- Two years general experience in building or construction trades, zoning, and enforcement of local, state, and federal laws or regulations required.
- Preference will be given to candidates with the above experience in a municipal environment. Code Compliance Certification.

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Other Requirements:

The City reserves the right to allow an employee to obtain licenses/certifications during a reasonable timeframe agreed to in writing (unless otherwise prohibited or limited by law) as a condition of continued employment. Failure to obtain the licenses/certifications as agreed will result in termination.

- State of Texas Plumbing Inspector License
- Texas Driver's License and a good driving record.

Reading:

Work requires the ability to read codes and ordinances.

Math:

Work requires the ability to perform general math calculations and some geometry.

Writing:

Work requires the ability to write letters, memos and violation tags.

Complexity:

Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.

Managerial:

Duties require the ability to prioritize inspections, accomplish tasks and organize the office space.

Supervisory:

N/A

Interpersonal:

Duties require the ability to provide information and communicate codes and ordinances.

Other Behaviors & Competencies:

Initiative, creativity, problem-solving, decision-making, motivation, punctuality/attendance, analytical/conceptual thinking, safety awareness, ability to communicate, organizational awareness, relationship building, accountability, adaptability, customer service orientation, teamwork, and leadership.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, behaviors, and competencies required of personnel so classified in this position. This job description is subject to change by the City Government as the needs and requirements of the job change and the latest changes may not be reflected on this version.

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Signatures - Review and Comment

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of this job.

Signature of Employee

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The City of Breckenridge, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Breckenridge, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.