



**DRIPPING SPRINGS**  
Texas

**CODE ENFORCEMENT INSPECTOR**  
**PART-TIME NON-EXEMPT**

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**A. GENERAL PURPOSE**

The Code Enforcement Inspector is responsible for on-site inspections of commercial and residential properties in the city's jurisdiction, including: the investigation of potential violations, the enforcement of municipal codes, ordinances, and regulations (including providing notification of violations, providing compliance information to citizens, issuing stop work orders, violation notices, and citations, and maintaining required records and reports). The Code Enforcement Inspector also assists the City's Sign Administrator in the review and issuance of sign permits.

**B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manages technical and administrative activities including investigation, inspection and enforcement of applicable city codes, ordinances, and regulations.
2. Investigates complaints of alleged code violations and ensures compliance by inspecting homes, buildings, vacant lots, and other properties to determine if violations exist.
3. Investigates complaints of violation of city code, ordinances, and related laws; issues courtesy notices, notices of violation, citations, correction notices, and stop work orders to ensure compliance; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; documents violations; and testifies in court.
4. Seeks compliance with city ordinances from citizens, property owners, and businesses; acts as liaison between the complainants, alleged violators, and the city.
5. Schedules and conducts inspections for compliance with city codes and ordinances; documents discrepancies; writes reports; communicates results of inspections and conducts follow-up inspections.
6. Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code compliance activities to substantiate violations.
7. Prepares evidence in support of legal action taken by the city; appears in court as

necessary; testifies at hearings and in court proceedings as required.

8. Interfaces and coordinates activities with other city departments, governmental agencies, and the private sector by working with city staff to determine compliance with various ordinances and codes.
9. Manages the sign permit procedures relating to the acceptance, review, and issuance of sign permits and variances.
10. Assists with debris removal as needed.
11. Must be generally available to respond to emergency “call outs” on code violations and construction projects.
12. Conducts construction inspections of site developments and subdivisions under private construction, as well as city public works projects, and determines compliance with code.
13. Conducts construction site inspections for compliance with site SWPPP and the city’s Water Quality Protection Ordinance.
14. Responds to and resolves public inquiries and complaints related to public works construction, development, and utility projects with excellent customer service.
15. Patrols assigned area in a city vehicle to identify and evaluate problem areas and/or ordinance violations; determines proper method to resolve violations.
16. Assists in researching, drafting, and rewriting municipal codes; participates in the development of forms and processes utilized to address various issues.
17. Provides public relations in a manner that fosters awareness and understanding of code enforcement goals and missions; builds public support; ensures valuable relationships in order to obtain the desired compliance with established codes, policies, and regulations.
18. Maintains high standards of accuracy in exercising duties and responsibilities.
19. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.
20. Maintains effective communication and interaction with City Council, City Administration, City Staff, Sheriff’s Department, Constables Office, other agencies, and the public.
21. Completes administrative duties by responding to phone calls, emails, public information requests; copies information; posts inspection information to the city’s records and permitting systems; compiles reports; maintains files; and prepares a variety

of written reports, memoranda, and correspondence.

22. Prepares and gives presentations to businesses or homeowner associations, as well as providing back-up assistance as inspector for the Public Works department.
23. Attends staff and board/commission/committee/City Council meetings as needed.
24. Assists coworkers with tasks in mailing, delivering of packets, and stop work orders.
25. Conducts daily compliance patrols.
26. Performs other related duties as assigned.

**C. SUPERVISION**

Works under the general direction of the Building Official.

**D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Requires a High School Diploma or GED Equivalent, and at least one (1) year of experience in construction, public works, code enforcement, or an equivalent combination of education and experience.
2. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public; and ability to clearly and effectively communicate with employees, City officials, media, and general public.
3. Ability to communicate effectively verbally and in writing.
4. Ability to handle confidential and sensitive information while maintaining confidentiality.
5. Valid Texas Driver's License and good driving record (required).
6. Possession of, or ability to obtain, certification from the Code Enforcement Association of Texas as a Code Enforcement Officer II within one (1) year of hire.

**E. TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Office; email; phone; tablet; printer; copy machine; motor vehicle; and mobile or portable radio.

**F. SPECIAL REQUIREMENTS**

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 accommodation may be made to perform the essential functions if needed.

1. Work is performed mostly in an outdoor setting visiting various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate certain computers and various other pieces of City equipment.
2. While performing the duties of this job, the employee is regularly required to move around various sites throughout the City; communicate effectively; handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

#### **G. WORK HOURS**

This is a part-time, twenty-five (25) hour per week position. Core work hours will be set by the Building Official and will generally be between 8:00 am and 5:00 pm, including one unpaid hour for lunch, Monday through Friday, except holidays. Non-traditional work hours may be required and shall be coordinated with the Building Official or Deputy City Administrator. This is a part-time, non-exempt position and eligible for overtime as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Any overtime hours performed must be preapproved by the direct supervisor.

#### **H. 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 perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works outside on project sites and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the office work environment is usually mild.

#### **I. SALARY**

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

#### **J. BENEFITS**

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

## **K. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

*Please note: This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*