



JOB TITLE Code Enforcement Officer
DEPARTMENT Building, Planning, and Code Compliance
REPORTS TO Building Official

JOB SUMMARY

The Code Enforcement Officer shall exercise the powers and perform the duties listed for that position in the City's Code of Ordinances, which include but are not limited to, identifying and abating violations of the City's fire, nuisance, building, subdivision. Also, the Code Enforcement Officer shall be the primary point of contact between the public and the Building, Planning, and Code Compliance Department.

EXAMPLES OF JOB DUTIES

- Identify and abate violations of the City's codes and regulations.
- Is a point of contact with the public and promotes good public relations.
- Patrol the City to identify code violations.
- Process citizen complaints.
- Conduct follow-up investigations on noted violations and citizen complaints.
- Issue notice of violations.
- Provide advice to property owners and others on code and ordinance requirements.
- Participate in Court proceedings concerning violations of the City's codes and ordinances.
- Enforce the City's building, subdivision, nuisance, and zoning regulations.
- Consult with the City Attorney, Fire Marshal, City Secretary, and City Administrator, as needed.
- Other duties as assigned.

WORKING CONDITIONS

- Works 40 hours per week or more, primarily an 8 to 5 job, but with additional hours as dictated by the needs of the job.
- Regularly involves after-hours meetings.
- Both indoor and outdoor duties.
- Some travel required to obtain needed training, registrations, and certifications.

MINIMUM REQUIREMENTS

- High School Diploma or GED
- Valid Texas Class "C" Driver's License and clear driving record.
- Must have or be able to obtain registration with the State of Texas as a Code Enforcement Officer within 18 months of being hired. Anyone not registered with the

State of Texas as a Code Enforcement Officer must register with the State of Texas as a Code Enforcement Officer in Training within three (3) months of being hired.

- Proficient in the use of the internet, email services, and Google Docs/ MS Office software, and must become proficient in the use of the City's building permit and inspection software.
- 40 words per minute typing speed.
- Must be able to effectively communicate verbally and in writing.

PREFERRED QUALIFICATIONS

- Experience working for a municipality as a Code Enforcement Officer.
- Office experience.
- Bilingual

ABILITIES REQUIRED

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to see (must not be color blind) and hear; communicate in the English language; carry items weighing up to 50 pounds and lift to a height of 3-5 feet; walk, stand and kneel for extended periods of time; climb ladders; work in conditions of extreme heat and cold, in inclement weather, and in the presence of extreme noise, dust, filth, and possible mechanical or chemical hazards as well as traffic hazards; ability to control emotions in stressful situations; drive in a safe and responsible manner; must have the ability to obtain, and maintain a Code Enforcement Officer registration with the State of Texas, follow oral and written instructions, and cross-train in other departments as needed; must be able to develop and maintain a positive working relationship with fellow employees and the general public; must be available to participate in after-hours Planning and Zoning Commission and Historic Preservation Commission meetings and make effective public presentations at those meetings.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed, and are subject to the requirements of the City's Personnel Policy.

Title:	Code Enforcement Officer
Pay Grade:	Hourly
Management, yes, or no?	No
Classification:	Regular, Full-time, non-exempt