

CODE ENFORCEMENT OFFICER

DESCRIPTION OF WORK

Job Summary: Responsible for the operations of the code enforcement department; and performs other duties as may be required.

Supervision Received: Work is performed under the administrative direction of the the City's Director of Planning, Development & Permits and works closely with the City's Urban Forester.

Supervision Exercised: Manages the operations and work activities of the Building Inspections and Code Enforcement Department.

Exemption Status: Non-Exempt

EXAMPLES OF ESSENTIAL DUTIES

Explains, interprets, and provides guidance regarding all applicable codes to residents, contractors, developers, and other interested parties.

Inspects job sites in the city in order to ensure compliance with the City's codes and ordinances.

May perform duties after normal work hours.

Investigates complaints by citizens, communicates effectively with the offending property owners by letter, phone, or in person to explain and rectify the situation. Issues citations if necessary for compliance. May be required to appear at Municipal Court and after normal work hours on various evenings.

Provides assistance as needed to the City Administrator and City Engineer.

Assists the City's Director of Planning, Development & Permits with various building permit activities including plan reviews.

Assists the City Administrator with Emergency Management related activities.

Researches property ownership and maintains records in order to determine the party responsible for code/ordinance compliance.

Reviews current trends and developments in the field of code enforcement and prepares revisions to codes, ordinances and local regulations.

Researches problems and complaints regarding code compliance. Responds to complex and sensitive code issues.

Attends City Council meetings, as requested, and responds to questions and requests.

Prepares and submits to the City's Director of Planning, Development & Permits a weekly report of activities.

Responsible for enforcing code violations, job site health and safety violations.

Prepares a variety of studies, reports and related information for decision-making purposes.

Assists in preparation of the annual operating budget of the code enforcement department.

Runs errands for City Hall.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of the applicable codes, ordinances and regulations; knowledge of plumbing, electrical, mechanical, building, and zoning codes; knowledge of plan review requirements; knowledge of construction material quality control testing and inspection procedures.

Skills: Skill in operating computer and peripheral equipment; skill in using measuring devices (engineering/architectural scale, planimeter, etc.).

Abilities: Ability to read and interpret complex statutes, ordinances, codes and policies; ability to identify and correct potential safety hazards; ability to make mathematical calculations; ability to establish and maintain effective working relationships with co-workers, supervisors and the general public; ability to communicate effectively both verbally and in writing; ability to supervise the work activities of subordinate personnel; ability to prepare and monitor an operating budget.

The ability to speak and understand the Spanish language is a plus but is not required.

MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS

Education: High School diploma or GED and completion of a technical or trade school program in building trade inspection.

Experience: A minimum of five years experience in code enforcement field.

Any work related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities may be an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license. State of Texas Code Enforcement certification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, stoop and bend over. The employee must have adequate manual dexterity to operate computers, telephone, and other office equipment. The employee must have normal vision and hearing. The employee must occasionally lift and/or move objects up to 25 pounds. The employee will work in a normal office environment which is generally quiet and occasionally outdoors in extreme temperatures including heat, cold, and during inclement weather conditions. The employee must often work under stressful conditions and is required to meet regular deadlines.