



DATE	Jan 2008
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Code Enforcement Technician
 DEPARTMENT/DIVISION: Environmental Services
 REPORTS TO: Senior Code Enforcement Officer/Community Services Manager

SUMMARY: Responsible for performing inspections related to environmentally related laws, codes, zoning ordinances and regulations to include maintaining records and reports, investigating alleged violations and coordinating activities with other departments and agencies. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Performs inspections and follow-up on public and staff complaints, which includes performing neighborhood integrity inspections.
- Maintains case files, which includes: entering case information into applicable data processing program; communicating with the public regarding complaints and violations; issuing notices of violation; investigating non-compliance with City code violations; taking photographs of code violations for documentation.
- Conducts research to facilitate departmental operations, which includes: locating property and vehicle owners, permits, and owner and parcel information; gathering information for court cases.
- Takes immediate field action to abate minor code violations.
- Prepares and maintains accurate records, which includes compiling data and preparing related reports.
- Investigates alleged violations of local and state laws, City ordinances, and codes related to environmental or public health nuisances.
- Prioritizes, schedules, and performs inspections and follow-up inspections to ensure compliance with applicable codes.
- Coordinates duties and projects with other City departments and outside agencies involved in code enforcement.
- Increases compliance with City codes by communicating effectively and courteously to customer complaints and questions in person, writing, and by telephone.
- Participates in meetings related to code enforcement activities and issues.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable Federal, State, and Local laws, code, ordinances, rules, regulations, policies, and procedures.
- Skilled in mediating and diffusing hostile situations;
- Skilled in exercising judgment and discretion;

- Skilled in conducting research;
- Skilled in reading, interpreting, and explaining applicable laws, codes, ordinances, rules, regulations, policies, and procedures;
- Skilled in providing customer service;
- Skilled in performing inspections and investigations;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in preparing clear and concise reports
- Skilled in gathering and analyzing information and making recommendations based on findings;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals orally and in writing.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Must possess a valid Texas Class C Driver’s License.

PREFERENCES:

None

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, stooping, kneeling, crouching, walking, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in high and precarious places and near moving mechanical parts.
- Occasional exposure to the risk of electric shock, fumes, airborne particles, infectious diseases, and criminal suspects.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.