

DATE	July 2012
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Code Enforcement Officer DEPARTMENT/DIVISION: Various

REPORTS TO: Various

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

ESSENTIAL JOB FUNCTIONS:

- Conducts research in an effort to facilitate departmental operations, which includes: locating property and vehicle owners, permits, and owner and parcel information; gathering information for court cases; conducting ordinance research to assure compliance with surrounding cities and/or, performing other related activities.
- Prepares and maintains accurate records, which includes compiling data and preparing related reports. Utilizes records in the prosecution of court cases.
- Responds to and 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 while researching and responding to customer complaints and questions in person, writing, and by telephone.
- Participates in meetings related to code enforcement activities and issues.
- Assists in reviewing current codes and participates in proposing and implementing changes to codes.
- Performs other duties as assigned.

POSITION-SPECIFIC JOB FUNCTIONS:

Community Services

 Performs inspections and follow-up on public and staff complaints, which includes: inspecting multi-family housing; performing neighborhood integrity inspections; inspecting dangerous building structures, including unsecured residential and commercial buildings; evaluating compliance with applicable sanitary sewer overflow, weather proofing, adequate heating and cooling, unsanitary conditions, and adequate pest and rodent control standards and codes.

- Maintains case files, which includes: entering case information into applicable data
 processing program; communicating with the public regarding complaints and violations;
 issuing citations, notices of violation, and summons; investigating non-compliance with
 City code violations; preparing statistical reports of apartment inspections; collecting data
 and file property liens; taking photographs of code violations for documentation
 purposes; preparing dangerous building cases and presenting to applicable Board; and/or,
 performing other related activities.
- Conducts field inspections to detect inferior materials and deteriorating conditions relative to the Uniform Housing Code and the Uniform Code for the Abatement of Dangerous Buildings.
- Coordinates cases for applicable Board(s) and performs appropriate follow through, including coordinating demolition procedures for substandard structures.
- Participates in and prepares presentations for community education programs designed to inform citizens of City regulations pertaining to neighborhood integrity programs and multi-family housing program.

Environmental Quality

- Investigates alleged violations of local and state laws, city ordinances, or codes relating to environmental or public health nuisances.
- Prepares and maintains accurate records, compiles data and reports required under local codes, state and federal environmental regulations; utilizes information as witness for prosecution in court cases.
- Participates in and prepares presentations for community education programs designed to inform citizens of city regulations pertaining to environmental or public health programs.
- Coordinates duties and projects with other city departments and outside agencies involved in environmental code enforcement.
- Investigates environmental pollution in the city such as but not limited to: illegal discharges to the sanitary sewer, illicit discharges to the storm water system, illegal dumping, unlicensed or undocumented hauling of liquid waste.
- Conducts field sampling and/or analysis.
- Responds to spills, leaks and other environmental and public health hazards.
- Is exposed to extreme heat, cold, and temperature swings.
- Walks, stands, stretches, bends, twists, stoops, and kneels, etc., while performing inspection duties.

SUPERVISORY/BUDGET RESPONSIBILITIES:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of building inspection principles, practices, and methodologies;
- 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 speaking in public;
- Skilled in preparing communication education programs;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- One year of related code enforcement experience.
- Must possess a valid Texas Class C Driver's License.

PREFERENCES (Environmental Quality only):

- Some college level courses in Natural Science, AND
- 2 years' experience in the environmental health or quality field OR an Associate's Degree in Environmental Science, Environmental Health or related field.

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.