



DATE	May 2007
JOB CODE	
FLSA	NON-EXEMPT
EEO	

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

SUMMARY: Responsible for performing inspections related to environmentally related laws, codes, zoning ordinances and regulations and serving as a lead to Code Enforcement Officers. Assigns work and provides direction to Code Enforcement Officers and serves on a variety of committees. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Serves as a lead to lower level Code Enforcement staff, which includes: assigning and monitoring work; providing direction; monitoring the quality of case management files; and/or, performing other related activities.
- Conducts inspections and re-inspections of single family rental properties, which includes: conducting site visits; inspecting properties; inputting results of inspections into applicable database; generating notice letter to owners regarding violations; verifying completion and abatement of violations; and/or, performing other related activities.
- Performs pro-active and complaint-generated inspections of various neighborhoods and commercial locations, enforcing and ensuring compliance with applicable City zoning codes, sign codes, nuisance abatement, parking violations, housing codes, dangerous building abatement, and/or other applicable issues. Secures vacant structures and/or provides temporary repair work on downed fences.
- Performs a variety of administrative activities in support of departmental operations, which may include: reviewing and responding to a variety of correspondence; responding to requests for information from citizens, internal departments, and external agencies; documenting case responses in applicable database; assisting in the review of notices; interpreting ordinances; preparing case file information for presentation to applicable Boards or Commissions; and/or, performing other related activities.
- Participates in/on a variety of meetings, committees, task forces, and/or other related groups to receive and obtain information involving code enforcement.
- Presents evidence and testimony in Municipal Court related to motion dockets or trials, including the preparation of citations and submitting fine recommendations.
- Participates in vendor selection and management activities, which includes: soliciting short-term bids from vendors; defining specifications; recommending vendor selection; overseeing the work of on-site contractors; providing technical expertise and guidance to contractors; ensure contract terms are met by monitoring and evaluating contractor performance; and/or, performing other related activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over Code Enforcement Officers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of code enforcement principles and practices;
- 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 prioritizing and assigning work to lower level staff;
- Skilled in evaluating the quality of code enforcement case files;
- 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 and scheduling activities;
- 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.
- Three years of progressively responsible code enforcement experience.
- Registration as a Code Enforcement Officer.
- Intermediate Code Enforcement Certification within one year of hire.
- Zoning Officer Certification within one year of hire.
- Must possess a valid Texas 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.