



## CITY OF INGLESIDE JOB DESCRIPTION

### Code Enforcement Officer

<b>Department:</b>	Code Enforcement
<b>FLSA Status:</b>	Non - Exempt
<b>Effective Date:</b>	05/13/2020
<b>Pay Grade:</b>	7

#### POSITION SUMMARY

Performs intermediate skilled technical work enforcing zoning, minimum housing, and various environmental codes, inspecting properties, maintaining records, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Chief of Police

#### QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs field inspections and re-inspections of residential, commercial, industrial, and public facilities for compliance with building, plumbing, electrical or mechanical codes; enters inspection results into system
- Research property and code violation information; develops appropriate enforcement plans based on violation and research completed.
- Receives and investigates citizen complaints regarding code and ordinance violations; interprets and explains Texas code requirements.
- Coordinates with GIS staff on special projects as needed for City officials or citizens.
- Issue's warnings and takes appropriate action when existing structures and/or new construction is not in compliance with regulations.
- Enforces minimum housing and nuisance abatement regulations.
- Coordinates written or recorded statements and depositions with internal departments, law enforcement, legal representatives; testifies in court.
- Composes correspondence; prepares forms and reports; prepares and maintains various spreadsheets; sets up and maintains files and records.
- Adheres to City and Building department, policies, procedures, and General Orders.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Complete assigned health and safety courses to create a safe work environment

#### SUPERVISION RECEIVED AND EXERCISED

- Works under the moderate direction of the Chief of Police
- Moderate supervision

## EDUCATION AND EXPERIENCE REQUIREMENTS

**Education** – High school diploma or GED

**Experience** – Moderate experience in code enforcement work, or equivalent combination of education and experience.

**License or Certificate** – Valid driver's license in the State of Texas.

### **Special Requirements**

Possess or obtain Texas Registered Code Enforcement Officer certification within one year.

<b>Required Education</b>	High School or GED
<b>Required Experience</b>	moderate
<b>Combination OK?</b>	YES

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of zoning practices and principles.
- General knowledge of zoning and regulations.
- Some knowledge permitting software.
- Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.
- Ability to make public presentations.
- Ability to communicate effectively orally and in writing.
- Ability to enforce ordinances and regulations with firmness, tact, and impartiality.
- Ability to establish and maintain effective working relationships with associates, building owners, and the public.

<b>Admin.</b>	Memos, letters, and reports
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## PHYSICAL DEMANDS

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions*

- This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force;
- Work frequently sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions;
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities;
- Work occasionally requires exposure to outdoor weather conditions;
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

<b>Weight</b>	10-25 lbs.
<b>Environment</b>	Moderate noisy
<b>Physical Activity</b>	Moderate

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date