

City of Justin, Texas

Job Description

Signature: _____

Date: _____

JOB TITLE: CODE ENFORCEMENT OFFICER
DEPARTMENT/DIVISION: DEVELOPMENT SERVICES
REPORTS TO: DEVELOPMENT COORDINATOR
STATUS: EXEMPT

SUMMARY:

Under the administrative direction of the Development Coordinator, the Code Enforcement Officer performs complaint investigations and enforces the municipal building and zoning code including the minimum housing standards, environmental health, and zoning ordinances. The Code Enforcement Officer also performs a variety of technical tasks relative to assigned area of responsibility within the organization.

ESSENTIAL JOB FUNCTIONS:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Inspects single family homes, apartment buildings, businesses, vacant lots and other properties; ensures compliance with applicable zoning and environmental health codes, ordinances and regulations. Determines whether property is in compliance; issues notices of violation as required. Documents all actions and notices; perform follow-up inspections to ensure compliance.
- Responds to alleged violations; interviews complainant and witnesses, takes photographs of violations, document activities and update records.
- Meets with citizens who are in violation of city codes; explains actions required to comply with ordinances.
- Provides and maintains a positive customer service relationship at all times.
- Performs research to determine the approved conditional uses of property; researches ownership and takes action to enforce city codes.
- Maintains records and reports of inspections and surveillance activities; prepares reports as required.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

- Assists in preparing case reports for court or administrative proceedings; testifies in court and at administrative proceedings as necessary.
- Participates in joint enforcement efforts with the Police Department and other state or federal agencies on special projects designed to better maintain corridors or thoroughfares.
- Adheres to assigned work schedule and provides updates to the Development Coordinator regularly.
- Performs related duties as required.

SUPERVISORY FUNCTIONS:

This position does not have any direct reports. The Code Enforcement Officer is expected to maintain a constant working relationship with the Development Coordinator and the Police Department in order to carry out assigned tasks.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operational characteristics, services, and activities of a code enforcement program.
- Principles, practices, methods and techniques of building inspection and code enforcement.
- Methods and techniques of investigating property ownership and conflict resolution.
- General construction methods.
- Basic record keeping and file maintenance systems.
- Basic mathematical principles.
- Principles of business letter writing and basic report preparation.
- Office equipment including computers, and supporting word processing and spreadsheet applications.
- Pertinent Federal, state and local laws, codes and regulations.

Skill in:

- Making sound decisions and using good judgment.
- Demonstrating intellectual capabilities.
- Evaluating the effectiveness of programs and personnel.
- Communicating clearly.

Ability to:

- Read, interpret and enforce applicable city, state and federal codes, ordinances and regulations related housing, zoning and environmental health issues.
- Research property records and related documents to establish property ownership.
- Perform mathematical computations.
- Prepare clear and concise letters and reports.
- Interpret and communicate city codes and ordinances to the general public.
- Prepare simple sketches.
- Collect and compile data from different sources. Operate office equipment, including computers and supporting word processing and spreadsheet applications.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting. Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

REQUIRED EDUCATION AND EXPERIENCE:

- HS Diploma/GED supplemented by specialized training in code enforcement, building codes, and zoning regulations or related field. One year of general experience in building or construction trades, zoning, or enforcement of local, state and federal laws or regulations.
- Valid Texas driver's license.
- Possession of a State of Texas Code Enforcement Officer Certificate.
- Registration as a Code Enforcement Officer in the State of Texas.

CONDITIONS OF EMPLOYMENT:

- Must fill out an Employment Application.
- Must pass pre-employment background check.
- Must pass pre-employment drug test.

(Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. This is an *at-will* position without a definite duration or term of office. The City of Justin is an Equal Opportunity Employer and committed to compliance with the Americans with Disabilities Act.)