

CODE ENFORCEMENT OFFICER – City of Port Aransas, Texas

Job Title: Code Enforcement Officer
Department: Development Services
Reports To: Director of Development Services
FLSA Status: Non-exempt
Prepared By: City Manager and City Secretary/Personnel Director
Salary/Grade: 17
Date: 07/16/2014

Summary: A code enforcement officer investigates building standards and land usage to ensure that municipal laws are followed. Code enforcement officers should be knowledgeable about the housing and zoning ordinances of the municipality, as well as the requirements for property maintenance. These officers can also investigate the abandonment of vehicles, as these also fall under the category of maintaining the quality of the municipality. By ensuring that these requirements and provisions are followed, code enforcement officers protect the health, safety and welfare of the public. In addition to inspection and investigation of properties and buildings, code enforcement officers determine the nature of environmental or health hazards, nuisance violations and unsafe building conditions. When this has been determined, code enforcement officers issue permits or citations in accordance with the regulations of the municipality. In addition, code enforcement officers must understand and comply with state and federal regulations on land usage, zoning, business permits and building access.

Essential Duties and Responsibilities include the following*: The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matter of public concern;
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violation of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution;
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary;
- 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;
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs;
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities;
- Patrol City in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations;
- Attend meetings and serve as resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for

meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone;

- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints;
- Locate vacant residences and businesses; secure buildings with property materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism;
- Assist Development Services Department team members in researching, drafting, and rewriting of municipal codes; participate in the development of forms and processes utilized to address various issues; assist in the issuing of building permits, reports and inspections as needed.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies-

- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Leadership* – Exhibits confidence in self and others; accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment;
- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- *Quality* – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; completes work in timely manner.
- *Adaptability* - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; takes responsibility for own actions.
- *Initiative* - Volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.

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

Education and/or Experience: High school diploma or general education degree (GED) supplemented by

specialized training in code enforcement, building codes, zoning regulations or related field plus one year of general experience in building or construction trades, zoning, public health outreach or enforcement of local, state and federal laws or regulations. Six months of the above experience in field inspection or municipal code.

Language Skills: Ability to read, write and comprehend simple instructions, short and simple correspondence, and memos. Ability to effectively present information one-on-one or group setting of customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's using units of American money and weight measurement, volume, and distance.

Computer Skills: To perform the job successfully, an individual should have working knowledge of internet use, Microsoft Office®, i.e. Excel, Word, Outlook.

Certificates, Licenses, Registrations: Valid Texas Driver License in good standing. Possession of or the ability to obtain, within one year of appointment, certification as a Code Enforcement Officer.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; while performing the duties of the job, the employee is occasionally exposed to indoor and outdoor environments; working alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Code Enforcement Officer position and I certify that I can perform these functions.

EMPLOYEE: _____

Date: _____

WITNESS: _____

*Management has the right to add or change these duties of the position at any time.