



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Senior Code Enforcement Officer **LAST UPDATED:** 10/18/2016
DEPARTMENT: Development Services **JOB CLASS:**
REPORTS TO: Code Enforcement Supervisor **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of the Code Enforcement Supervisor, the Senior Code Enforcement Officer assists with daily case activities of the Code Enforcement Division. Performs code enforcement inspections, assists in training Officers with inspections and research for code compliance. Selected candidate will perform research and investigative, enforcement, and re-inspection duties on various code and ordinance violations. Must have thorough knowledge and understanding of code enforcement practices and procedures, SOP, ensures compliance to all applicable local, state and federal regulations, rules, practices, and guidelines pertaining to all code enforcement activities. Job duties entail assisting with monitoring and status of case files.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions in addition to Code Enforcement Officer:

- Assists Code Enforcement Supervisor in prioritizing case assignments and responsible for entering, routing and assignment of cases to assigned staff within the Code Enforcement Division.
- Performs public speaking presentations to various homeowners associations, civic groups, and other outside meetings.
- Assists with coordinating employee training, employee development plans, and help evaluate Code Enforcement Officers as necessary.
- Assists in cross-training Code Enforcement Officers and Animal Control Officers in codes and ordinances.
- Assists in establishing standards operating procedures, sets priorities, and expedites resolution.
- Coordinates meetings with other departments, businesses, residents, and contractors
- Conducts ordinance research work and contacts other municipalities for information
- Coordinates code enforcement efforts with Registered Sanitarian(s) and Health Inspectors and recycling department related to health concerns with permit violations, unsecured pools, rodent infestation, and illegal dumping.
- Creates various monthly, quarterly and annual reports.
- Maybe be responsible for overseeing projects
- Provides assistance to building contractors, developers, homeowners, and businesses.
- Provides information to the Code Enforcement Supervisor or, Chief Building Official, staff, other City departments, citizens, and businesses regarding codes, ordinances and zoning enforcement policies.
- Inspects properties and ensures City codes, ordinances, and zoning ordinances are observed and ensures abatement of violations on all properties.
- Enforces City ordinances and codes, including, but not limited to, property maintenance code, nuisance abatement, landscape, solid wastes, environmental hazards, dangerous structures, commercial amusements, zoning, signs, fences, non-conforming properties and uses, private pools and spas, animal control matters, and other violation concerns.
- Issues municipal court citations for violations to both, public and private sectors, regarding violation of city ordinances, codes, etc.
- Performs research and investigative work in determining extent of violation and non-compliance, and in preparing cases for judicial process, to include photography of evidence.
- Attends court cases for the purpose of providing testimony and presenting evidence.

- Prepares, maintains, and files reports, and records regarding activities, i.e., case files, inspection reports, incident reports, warning notices, citations, etc.
- Enters case file information into software when staff is inspecting properties, including notices, certified mailings, e-mails, etc.
- Investigates, works with property owners, and prepares cases for the demolition of dangerous structures.
- Responds to citizen inquiries both orally and in writing.
- Provides approvals and/or denials of sign placement inquiries.
- Prepares correspondence and certified mailings to inform property owners of code violations.
- Issues code compliance deadlines to property owners.
- Maintains databases of dates, names, addresses and deadlines of complaints, investigations, code violations, and notifications of warnings or citations.
- Patrols streets and alleys of the City to prevent or detect code and ordinance violations.

Other Important Duties:

- Serves as Officer in Charge (OIC) when supervisor is not available.
- May be subject to working evenings, weekends and holidays
- May be required to travel to meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of Federal, State and City health and safety codes and ordinances and city policies and procedures.
- Knowledge of and proficient in Department Mission Statement.
- Knowledge of City policies and Standard Operating procedures
- Knowledge of code enforcement, evidence gathering and citation preparation procedures.
- Knowledge of judicial system, as well as ordinance research and writing protocol for adopting or amending local laws.
- Proficiency in the use of computers and related equipment, hardware, and software.
- Skill to follow instructions, safe practices, and standard operating procedure while performing assigned task.
- Skill in effective oral and written communications.
- Skill in investigating and enforcing building, health and safety codes, and ordinances.
- Skill in safely securing condemned and unsafe structures, pools, or other substandard structures & areas.
- Skill in negotiating, mediating and resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or GED **and** three (3) years progressively responsible Municipal Code Enforcement experience or equivalent combination of education and experience.
- Must possess Texas Department of State Health Services Basic Code Enforcement Officer Certification.
- Must possess Intermediate Code Enforcement Officer Certification.
- Must possess International Code Council Code Certification as an International Property Maintenance and Housing Inspector.
- Must possess a valid State of Texas Class C Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed at construction sites, in field environments and in office settings.
- May be subject to exposure to extreme weather conditions, hazardous chemicals, fumes, infectious diseases, toxic waste, air and water borne pathogens, unsafe and unhealthy building conditions, zoonotic diseases, and rough or unstable terrain.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	X
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	X
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

	<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
	<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

	<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
X	<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
	<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, cellular phone, copier, calculator, fax machine, other standard office equipment, ropes, knives, hammer, pliers, construction materials & equipment, pager, two-way radio, electrical testing equipment, digital camera, animal-related equipment, and department vehicles.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Approved By:

Mike Zapata, Code Enforcement and Animal Control Manager

10/18/2016

Date

Shannon Allyn, HR Generalist

10/18/2016

Date