



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Code Enforcement Officer **LAST UPDATED:** 02/06/2015
DEPARTMENT: Development Services **JOB CLASS:**
REPORTS TO: Code Enforcement and Animal Control Manager **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of the Code Enforcement Supervisor, inspects and enforces Federal, State and City building, property, zoning and nuisance codes related to health and safety issues in order to protect the property values and safety of the City of Frisco citizens.

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:

- Investigates reported violations, takes photographs, and inspects properties for code violations or health related concerns.
- 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.
- Investigates violations, gathers evidence and interviews witnesses or complainants.
- Files citations and prepares evidence for testimony in court.
- Coordinates code enforcement efforts with Registered Sanitarian and recycling department related to health concerns
- Enforces sign, nuisance, International Property Maintenance, smoking, special event/tent, and other City ordinances.
- Patrols streets and alleys of the City to prevent or detect code and ordinance violations.
- Secures and boards up abandoned and condemned properties and unsecured pools.
- Prepares and submits monthly, activities reports to the Code Enforcement Supervisor.
- Researches, reviews, and recommends changes to existing or proposed City codes and ordinances.

Other Important Duties:

- Travels to perform inspections and to attend meetings, conferences and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of Federal, State and City health and safety codes and ordinances.
- Knowledge of code enforcement, evidence gathering and citation preparation procedures.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in investigating and enforcing health and safety codes and ordinances.
- Skill in safely securing condemned and unsafe properties or pool areas.
- Skill in negotiating, mediating and resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** two (2) years customer service experience, one (1) year of which is in a Code Enforcement Officer in Training role; **or** equivalent combination of education and experience.
- Must possess Texas Department of State Health Services (DSHS) Code Enforcement Officer Certification.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- 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, and rough or unstable terrain.
- May be subject to extended periods of bending, reaching, kneeling, climbing ladders, lifting or carrying building materials when securing condemned or unsafe buildings or pools.
- Must be able to lift up to 45 pounds.

Equipment and Tools Utilized:

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

Approved By:

Signed by John Lettelleir, Dir of Development Services
John Lettelleir, Director of Development Services

02/19/2015
Date


Shannon Allyn, Human Resources Generalist

02/19/2015
Date