

CITY OF IOWA COLONY

CODE ENFORCEMENT OFFICER DEVELOPMENT SERVICES

Grade: 11

FLSA: Non-Exempt

Pay Rate (Range Minimum/Starting): **\$18.56/hr.**

Emergency Operations Classification: Tier 1 Essential

PURPOSE OF THE JOB

Support the City Strategic Plan by safeguarding public health and safety; and protecting the integrity of neighborhoods through proactive and reactive inspections and enforcement of zoning; building; property maintenance and other locally adopted codes and ordinances.

WORK PERFORMED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Research City codes, zoning ordinances and property ownership records.
- Investigate citizen complaints on residential and commercial properties for code and zoning violations and records results of findings.
- Document and maintain written records and photo documentation of all enforcement activities to track compliance and meet legal and departmental timelines.
- Visually inspect properties, fences; signs, dumpsters/enclosures, and primary and accessory structures; for compliance with all minimum building and property standards; zoning and adopted codes.
- Contact property owners to schedule appointments to assist with code interpretation and negotiate solutions for compliance.
- Issue notice of violation, citations, administrative and seizure warrants to property owners and conduct follow up inspections where required for compliance or further enforcement action.
- File court cases and give expert testimony in court regarding City codes and how and why violations exist.
- Respond to questions and complaints and provide information to the public and City Staff regarding code and related issues.
- Remove illegal temporary signs.
- Return phone calls and emails.
- Process mowing, securing, cleaning, draining abatement paperwork.
- Respond to requests as directed by or communicate areas of concern to supervisory and management staff.
- The incumbent will be cross trained to assist in Permitting Operations as needed.

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OTHER DUTIES AND RESPONSIBILITIES

- Attending community outreach events (neighborhood association meetings, school career fairs, etc.).
- Participation with special projects as needed.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
- The Candidate will be cross trained to assist in Permitting Operations as needed.
- Performs other duties within areas of responsibility and ability, as assigned.

ESSENTIAL SKILLS

- Active Learning: Working with new material or information to grasp its implications.
- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Written Expression & Interactive Presentation: Presenting and otherwise communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Composure under Duress: Remaining composed and making sound decisions during stressful or sensitive circumstances.
- Reading Comprehension: Reading and interpreting documents.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form

ESSENTIAL KNOWLEDGE

- Municipal Property Code Enforcement: Laws, codes, standards, zoning, and procedures for bringing and keeping properties into compliance with City applicable property codes.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Software and Systems: Current word processing, presentation, spreadsheet, and database programs used by the city.

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EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

- High school diploma or equivalent, including G.E.D.
- Two (2) or more years of experience in code enforcement, customer service, property management, or a closely related field preferably in a municipal government setting.
- Valid Texas driver's license with acceptable driving history.
- Valid Texas Department of Licensing and Regulation Code Enforcement Officer's License within 6 months of employment.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to the supervisor.

CONTACTS

Meets with residents, citizens, and commercial & residential property owners when conducting inspections and assessments, taking complaints, and educating. Also, interaction with the City Building Official is required if substandard conditions exist at properties and decision is to be made on proceedings for compliance; with the City Attorney if property is involved in a lawsuit or litigation due to substandard conditions; with Information Technology Specialist(s) for support, maintenance, troubleshooting and installing database systems (as they provide end users with training); with Police if hostile environment exists at property; and with Fire Marshal if structure is damaged or affected by fire.

EQUIPMENT AND PROPERTY

This position will utilize a city vehicle, computer, camera, cell phone, safety equipment, and field equipment (hammer, staple gun, measuring tape and yard stick).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee constantly is required to grasp, handle, feel, listen, and/or see. Frequently, s/he is required to balance, carry, kneel, drive a vehicle, lift up to 10 pounds, pull, push, reach, sit, stand, stoop, talk, and/or walk. Occasionally, s/he must climb, lift up to 25 pounds, run, and/or smell. Rarely, s/he is required to crawl and/or lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee regularly is exposed to extreme vibration, blood-borne pathogens, confining workspace, a dirty environment, extreme temperatures or weather conditions, air contamination, high and precarious workplaces, improper illumination, noise, toxic or caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others.

* Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.

Position Type/ Expect Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 AM to 5:00 PM.

Frequent evening and weekend work may be required as job duties demand.

Travel:

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

PHYSICAL REQUIREMENTS

The physical demands described here 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 the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear and taste or smell. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

VISION: Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, fields of at least 70 degrees in the horizontal Meridian in each eye, and the ability to recognize the colors of traffic devices showing the standard red, green and yellow.

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HEARING: First perceived a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500Hz, 1, 000Hz and 2,000Hz with or without a hearing aid when audiometric device is calibrated to American National Standard Z24.5 – 1951.

LEGAL NOTIFICATION

Any applicant receiving a bona fide job offer for this position will be required to undergo and pass a pre-employment physical examination, illegal drug screening and criminal background check prior to employment. This is a safety-sensitive position and is subject to random drug screening.

All positions at the City of Iowa Colony require documentation of employment eligibility in accordance with Federal employment law.

Communication skills in English are required for some specific assignments based upon job-related needs for communication with the general public and/or co-workers. Bilingual skills (Spanish/English) are encouraged, but not required.

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of the personnel so classified.

The Job Description does not constitute an employment agreement between the City of Iowa Colony and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Iowa Colony. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature/Approval

Employee

Date

Supervisor

Date

Department Director or City Manager

Date