

# EMPLOYMENT OPPORTUNITY



## CODE COMPLIANCE OFFICER

### **GENERAL PURPOSE OF POSITION:**

The purpose of this position is to investigate, address and enforce City ordinances and protect the health and safety of the City's citizens. Under the administrative direction of the City Planner, the Code Compliance Officer conducts physical inspections, responds to and investigates complaints of code violations, facilitates investigations and enforces the municipal building, sign and zoning code including the minimum housing standards, environmental health, sign and zoning ordinances. Additional duties include inspection of food services (fixed, mobile and temporary) and functions as the animal control officer. Code Compliance Officer also performs a variety of technical tasks, writes reports and provides testimony as required.

**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 be required to perform position-related tasks other than those specifically listed in this description.**

### **ESSENTIAL JOB FUNCTIONS:**

Inspects single family homes, apartment buildings, businesses, vacant lots, restaurants, mobile food operations, special events; ensures compliance with applicable zoning, sign, environmental health codes, health regulations, codes, ordinances and regulations. Determines compliance; issues notice of violation as required. Documents all actions and notices; performs 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. Issues citations as needed.

Maintains a professional demeanor at all times and promotes positive customer service.

Performs research to determine the approved conditional uses of property; researches ownership and acts to enforce city codes.

Reviews and updates city code and provides draft ordinance revisions to City Planner as needed.

Maintains records and reports of inspections and surveillance activities; prepares reports as required.

Participates in joint enforcement efforts with Police Department and other state or federal agencies on special projects

**REQUIRED EDUCATION AND EXPERIENCE:**

High School Diploma / GED /Bachelors' Degree supplemented by specialized training in code enforcement, building codes, sign and zoning regulations or related field. A minimum of two 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 current State of Texas Code Enforcement Officer Certificate

Registration as a Code Enforcement Officer in the State of Texas (TDLR)

**REQUIRED KNOWLEDGE, SKILLS, AD ABILITIES:**

**Knowledge of:**

- \* Operational characteristics, services, and activities of code enforcement program.
- \* Principles, practices, methods and techniques of code enforcement
- \* General construction methods
- \* Basic record keeping, 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
- \* Workable knowledge of 2015 International Codes.

**Skill in:**

- \* Making sound decisions and using good judgement
- \* Communicating clearly
- \* Conflict resolution
- \* Evaluating the effectiveness of programs

**Ability to:**

- \* Read, interpret and enforce applicable city, state and federal codes, ordinances and regulations related to housing, sign, zoning, environmental health and health safety.
- \* Research property records and related documents to establish property ownership
- \* Perform mathematical computations
- \* Interpret and communicate city codes and ordinances to the general public
- \* Prepare simple sketches
- \* Collect and compile data from different sources.
- \* Manage multiple assignments on a daily basis
- \* Communicate clearly and concisely, both orally and in writing
- \* Establish and maintain effective working relationships

**Physical Demands / Work Environment**

Depending on assignment, this position requires touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting. A Code Compliance Officer typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force consistently having to move objects.

**GENERAL INFORMATION:**

The Code Compliance Officer is a full-time non-exempt position, open until filled.

Annual Salary Range: \$37,440.00 – \$52,000.00 DOQ. Position includes health, vision, dental and life insurance as well as short- and long-term disability benefits. The City is a participant in the TMRS retirement program.

All candidates **MUST SUBMIT A CITY APPLICATION** and resume to be considered to City of Van Alstyne, P.O. Box 247, Van Alstyne, Texas 75495-0247.