



## Job Description – Code Enforcement Officer

<b>Job Title:</b>	Code Enforcement Officer	<b>Department:</b>	Support Services
<b>Group:</b>	32 (Starting salary not to exceed mid range)	<b>FSLA Status</b>	Non-exempt
<b>Salary Range:</b>		<b>Position Type:</b>	Full Time
<b>Reports To:</b>	Support Services	<b>Directs:</b>	None

### Applications Accepted By:

<p><b>E-MAIL:</b> <a href="mailto:hrdirector@palestine-tx.org">hrdirector@palestine-tx.org</a></p> <p><b>Subject Line:</b> Attention: Human Resources/ Job Title</p>	<p><b>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)</b></p> <p>Lisa Cariker City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421</p>
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### Job Description

**OBJECTIVE**

Under general supervision, performs a variety of technical duties in support of the City’s local code enforcement policies including, monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other city departments and divisions.

**ESSENTIAL JOB FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.**

- Enforcing local ordinances including inspecting, monitoring and investigating residential and commercial premises to ensure code compliance. Determines necessary action for compliance.
- Conduct field investigations, interview witnesses, research property information, review applicable codes, photograph site and gather evidence on purported violations.
- Resolve sensitive, and at times volatile, complaints through enforcement of codes and mediation between parties.
- Respond to complex questions and information requests generated by the public, other city departments and outside jurisdictions.
- Provide technical information to Development Service staff on questions pertaining to related codes and ordinances or other land use matters.
- Issue infractions and provide follow-up to departments Municipal and district court.
- Perform follow-up inspections to insure violations are corrected.



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- Meet with citizens, developers, and business operators to inform them of violations, explain the intent of the codes and provide options on resolution through written and verbal communication on specific land use issues.
- Coordinate efforts with the department, division, and other agencies to ensure appropriate action and uniformity of interpretation, application and enforcement of regulations and codes.
- Prepare detailed documentation for data entry, follow-up file and record keeping assuring timely handling of complaints.
- Provide assistance to the Prosecuting Attorney's Office if required and may appear as a witness in court in legal actions taken to gain compliance.
- Providing customer service and education to the public in relation to code compliance.
- Must possess strong and effective customer service skills.
- Demonstrate proficiency in both oral and written communications with builders, developers, contractors, property owners, public and private officials; research legal issues and property ownership; operate standard office equipment including personal computer using MS Word, Excel and Outlook.
- Attend meetings, seminars, and classes in order to keep current with code amendments and new regulations or trends.
- Represent the Code Enforcement Department at various meetings.
- Participate in the establishment, development, or amendment of related codes and ordinances.

### OTHER IMPORTANT JOB FUNCTIONS

- Read, interpret, and apply a broad variety of codes and ordinances
- Conduct field inspection and investigative work; to identify violations or noncompliance areas; To prepare detailed reports of findings; To make recommendations for code conformance; and to make referrals to appropriate agencies.
- Resolve or mediate complaints between parties through code enforcement measures.
- Work independently, use discretion, and make decisions based upon policies, procedures and established regulations.
- Establish and maintain effective working relationships with builders, developers, home owners, other agencies, other staff and the general public.
- Establish, develop, implement, and make recommendations for revisions to code and ordinances.
- Perform work in a variety of weather conditions and at hazardous construction sites.
- Effectively coordinate, perform, and complete multiple duties concurrently and in a timely manner.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.
- Staff must be familiar with Microsoft Office and Excel.
- Experience with Incode Software is a plus.
- Regular Attendance is required.
- Performing other job duties as required.
- Weekend and Evening Work is required.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS



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**Knowledge of:**

- City Code Ordinances, and laws relating to land use, zoning, signs and other related regulations
- Code Compliance Methods, the development community, contractor practices, and legal requirements related to enforcement

**PHYSICAL REQUIREMENTS**

The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential job functions of the position. Required physical activities include but are not limited to; maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, pushing/pulling. The ability to walk, bend, stoop, climb, and work around hazardous conditions or chemicals is required. This position is subject to deal with hostile individuals. The lifting requirements are twenty pounds or less. This position is required to drive and work in all types of weather conditions.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Preferred certification as a Code Enforcement Officer issued by the Texas Department of Health; or the ability to obtain certification within six months of employment. Prior law enforcement or military training helpful. Bi-lingual preferred.

**CERTIFICATIONS AND LICENSES REQUIRED**

Must be willing and capable of completing all required courses and classes for certification requirements. Must possess and maintain a Valid Texas motor vehicle driver’s license.

**CONDITIONS OF EMPLOYMENT**

Must pass a pre-employment drug screen and/or physical exam.  
Must have and maintain a satisfactory driving record

**ADDITIONAL INFORMATION**

OUT OF TOWN TRAVEL WILL BE REQUIRED ON A LIMITED BASIS.

Reviewed By:	Mark Harcrow	Date:	March 5, 2020
Approved By:	Mark Harcrow	Date:	March 5, 2020
Last Updated By:	Lisa Cariker	Date/Time:	March 5, 2020
Received By:		Date:	