



JOB DESCRIPTION

JOB TITLE:	Code Enforcement Officer
DEPARTMENT:	Planning & Development Operations
CLASS TYPE:	Building Inspections
REPORTS TO:	Chief of Code Compliance
FLSA/STATUS:	Regular/Part-time, Non-Exempt

Reporting to the Chief Code Compliance Officer, the Code Enforcement Officer provides day-to-day coordination of variety of code enforcement inspections on residential and commercial property, investigating complaints regarding potential code violations pertaining to nuisances, trash, debris or related unsanitary conditions, property, zoning, and vehicle code violations, and high grass and overhanging limbs; issues citations, notices or abatements as necessary. **\*\*This is a part-time position that consists of approximately 20-30 hours a week. Hours will depend upon business need\*\***

**ESSENTIAL JOB FUNCTIONS:**

**Code Enforcement Officer**

- Conduct on-site inspections to ensure public and private properties are in compliance with property maintenance codes, building codes, housing codes, zoning codes, sign ordinances and other City, State and Federal codes.
- Research property identification for land and vehicle ownership; research tax and court records for ownership record; conduct title searches; document evidence of municipal code violations in narrative, photographic and video form when needed. Perform other duties as assigned
- Works with the Police Department, Court Administrator and City Prosecutor to prosecute citations for non-compliance as needed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of the safety policies and procedures pertaining to the animal services and code compliance
- Knowledge of the methods and practices of maintaining departmental reports and correspondence including relating to consulting with building inspectors, engineers, architects, builders, and contractors to discuss property maintenance and compliance with various codes.
- Skill in oral and written communication.

**EQUIPMENT, MACHINERY, TOOLS, and MATERIALS UTILIZATION:**

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**ENVIRONMENTAL FACTORS:**

Performance of essential functions may require exposure to adverse environmental conditions, such as water, sewer, dirt, dust, pollen, wetness, humidity, rain, temperature extremes, traffic hazards, loud noises and/or bright/dim light. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

**PHYSICAL CAPABILITIES**

Work is performed predominantly outdoors. Work is required at various sites, or city facilities. While performing the duties of this job, the employee is continually required to stand and walk; use of hands, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance, stoop, kneel, crouch, crawl, talk, hear and smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**REQUIRED TRAINING AND EXPERIENCE**

High School diploma or its equivalent GED. Must have abilities to: comprehend rapidly; read, write, and communicate effectively in person and by telephone with the public in the English language; establish and maintain effective working relationships; and communicate courteously with other city employees, officials, contractors, and the public.

**LICENSES AND CERTIFICATES:**

- Certification as a Code Enforcement Officer issued by the Texas State Department of Health or the ability to obtain within 12 months of employment.
- Valid Class C Texas Driver's License and a driving record without serious or frequent traffic violations.

The City of Forest Hill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Forest Hill will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_