

## City of San Elizario, Texas

Job Description: Code Compliance Officer

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Salary Range: This is an hourly rate position based on qualifications.

### **MINIMUM QUALIFICATIONS:**

**Education and Experience:** A high school diploma or GED, and one (1) year of experience involving public contact or general clerical work.

**Licenses and Certificates:** Requires registration as a Code Enforcement Officer with the Texas Department of State of Health Services within twelve (12) months of appointment, and a Texas Class "C" Driver's license.

### **GENERAL PURPOSE:**

Under general direction, conduct field inspections and investigations, and enforce municipal code, state and federal laws and regulations, zoning, licensing and air quality, environmental, health and safety issues.

**TYPICAL DUTIES:** Perform routine code compliance activities. Involves: Investigate complaints and enforce zoning laws and codes. Conduct on-site inspections and investigations of privately owned properties to ensure compliance with city and state ordinances. Respond to and investigate complaints. Respond to nuisance violations by conducting on-site visits and investigations of public and privately-owned property. Conduct on-site inspections of businesses to ensure compliance of business licenses. Investigate illegal dumping and conduct surveillance. Issue notices or citations. Gather evidence and file prosecutor worksheets.

Assist with public health preparedness. Involves: Identify, detect and report emerging infectious diseases. Promote community partnerships to identify and solve health problems to the Health Department. Establish working relationships with health care providers to promote the reporting of notifiable conditions. Attend meetings and seminars relating to public health and preparedness programs. Support planning and preparedness activities as required.

Perform administrative duties. Involves: Maintain accurate documentation and tracking of violations, inspections, and code enforcement activities. Respond to customer inquiries. Attend classroom training and seminars. Assist with the preparation of reports and records necessary for presentation in court and testify in court. Research property ownership.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of good knowledge of the principles, practices and methods of investigation and enforcement of federal, state and City codes and ordinances.
- Application of some knowledge of public relations methods.



- Interpretation of laws, rules, regulations, ordinances, specific to a variety of health, safety, environmental or nuisance prevention codes and regulations.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information.
- Application of good knowledge of English grammar, spelling and punctuation.
- Application of good knowledge of Spanish communication skills grammar and spelling.
- Application of good knowledge and use of personal computers and word processing software and software for websites and excel.
- Clear, concise and tactful oral and written communications.
- Interpretation of oral and written instructions
- Keep records, prepare reports, maintain filing systems, compile and organize information.
- Establish and maintain effective working relationships with city officials, board members, coworkers, subordinates, vendors, the public and other government agencies.
- Work under pressure to meet deadlines.
- Skills in resolving problems or situations requiring the exercise of good judgement.
- Ability to type at the rate of 35 words per minute.

**OTHER JOB CHARACTERISTICS:**

- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens.
- Work flexible hours, weekends, holidays and extended hours.
- Occasional exposure to irate members of the public.
- Safe operation of a vehicle through city traffic. Lift and carry items weighing up to 50 pounds.

