

City of Tenaha Job Description

POSITION TITLE: <i>Code Enforcement Officer</i>	SALARY RANGE: 10-15
FLSA STATUS: Non-Exempt	SHIFT: Regular
LOCATION: City Hall	DEPARTMENT: Code Enforcement
REPORTS TO: Chief of Police, Fire Chief, Mayor, City Administrator	DIVISION:
SUPERVISES: Has no supervisory responsibility	APPROVED: April 2024

JOB SUMMARY:

Under the general direction of the Chief of Police, Fire Chief, Mayor and City Administrator the Code Enforcement Officer will inspect public and private premises to identify and rehabilitate environmental hazards including violations of Municipal Ordinances, any fire or health codes, and building regulations or statutes. Code Enforcement Officers will execute effective interpretation of City Ordinances, ICC Codes, State health and safety statutes as necessary to address requests for regulatory information, available resources for special or hazardous waste disposal, or local contracted remediation and abatement services. Code Enforcement Officers respond to alleged unsafe conditions and reported violations by implementing systematic procedures which include performing inspections, issuing abatement notices, contracting abatement services, communication with other City personnel, and testifying in court as required.

ESSENTIAL JOB FUNCTIONS:

- Interpret and advise on inquiries pertaining to municipal codes and ordinances, regulations, and statutes relating to the enforcement of health and safety, offensive conditions, public nuisances and abandoned and junk vehicles.
- Travel throughout the city, perform daily inspections to identify potential violations.
- Receive and record complaints, complete routine and complaint driven inspections timely and efficiently.
- Assess and put into effect, clear and concise abatement orders as necessary to mitigate enforcement measures and resolve violations.
- Initiate civil enforcement proceedings through Municipal Court, to address failed compliance.
- Compose citations, affidavits, and prepare responsive case documents for delivery of complaints to Municipal Court and City Prosecutor.
- Conduct research through County Appraisal records, GIS Maps, Secretary of State, State Comptroller, as well as other notable resources.
- Clear all property abatements performed with assistance from Fire Marshal, secure and review project bids, oversee contract abatements and assess property liens.
- Review plans and source documents, understand written job instructions, prepare, and update a variety of reports as required.
- Perform work professionally, effectively, and courteously with personnel, contractors, citizens, and the public.
- Participate in activities that may require travel between City facilities, other businesses, or Government agencies.
- Abide by all policies, procedures, and rules associated with the City's Safety Program.
- Exercise good judgement, work safely, maintain effective communications.
- Prepare, review, and update a variety of reports including daily and monthly reports and attend staff meetings as required.
- Participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies that may include site inspections.

- Perform other duties as assigned, may be expected to work overtime as required to complete all assigned tasks.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements

- Minimum of (1) year experience in Code Enforcement experience or related field.
- Must have valid Class C State issued driver's license and safe driving record.
- Must pass a medical physical examination and preemployment drug and alcohol test.
- Must be able to pass drug and/or alcohol screenings, both preemployment and random.
- Must have a minimum high school diploma or GED.
- Ability to obtain TDLR Code Enforcement certification within (6) six months of hire.
- Ability to travel and attend out-of-town training as required.
- Knowledge of State and local government administration in relation to Code Enforcement.
- Knowledge of duties, authority, enforcement processes of a Code Enforcement Officer.
- Knowledge of Civil and Administrative Enforcement.
- Knowledge of construction practices and materials.
- Knowledge of basic mathematical principles.
- Knowledge of operational and safety regulations for construction and demolition sites.
- Knowledge of operational and vehicle safety regulations.
- Knowledge of local and state environmental statutes, regulations, and resources.
- Ability to read, interpret, and convey local and state environmental, health and safety laws.
- Ability to receive and respond with tact, inquiries, requests, and complaints.
- Ability to receive and respond aptly to constructive guidance.
- Ability to execute independent technical decisions.
- Ability to maintain accurate and pertinent records, compile data, and compose written reports.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to operate office equipment, field equipment, and supporting software applications.
- Ability to perform repetitious tasks, work within established guidelines and procedures.
- Must have good communication skills; exhibit calm demeanor when engaged with the public.
- This position is considered a Level II position in accordance with Section 6.11.6 of the Personnel Guidelines.
- Must participate in employee performance evaluations in accordance with City of Bay City Employee Guidelines.

Desirable Requirements

- Bilingual in English and Spanish.
- First-Aid/CPR Certified.
- TDLR Code Enforcement Certification.

PHYSICAL DEMANDS OF THE POSITION:

- Endurance/Moving About: Frequently (1/3 to 2/3 of the time). Move from location to location.
- Endurance/Overall strength: Heavy work. Exerts force and/or lifts or carries objects weighing up to 150 pounds occasionally.
- Walking: Constantly (up to 2/3 of the time). Move about on foot.
- Sitting: Frequently (1/3 or more of the time).
- Lifting/Carrying: Periodic. Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry transport and object, usually holding it in the hands or arms, or on the shoulder.
- Pushing/Pulling: Periodic. Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking, and treadle actions); and/or pull by exerting force on an object so that it moves toward the force or worker (including jerking).
- Controls: Frequently (1/3 to 2/3 of the time). Use one or both arms and/or hands and /or one or either feet or legs to move controls on machinery or equipment.
- Climbing Periodic. Ascend or descend ladders, stairs, scaffolding, ramps, poles, ropes, and the like using the feet and legs and /or hands and arms.

- **Balancing:** Periodic. Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
- **Bending/Stooping:** Periodic. Stoop by bending the body downward or forward by flexing the spine at the waist, and /or bend by extending the spine backward or from side to side.
- **Kneeling/Crouching:** Periodic. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.
- **Crawling:** Periodic. Move about on the hands and knees or hands and feet.
- **Reaching:** Constantly (2/3 or more of the time). Extend hands and arms in any direction.
- **Handling:** Constantly (up to 2/3 of the time). Seize, hold, grasp, turn or otherwise work with the hand or hands.
- **Rotation:** Frequently (1/3 to 2/3 of the time). Twist and turn the spine or a ball and socket joint such as the shoulder or hip.
- **Talking:** Constantly (2/3 or more of the time). Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing:** Constantly (2/3 or more of the time). Perceive the nature of sounds by ear.
- **Seeing:** Constantly (2/3 or more of the time). Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.
- **Reading:** Read written reports and instructions.
- **Writing:** Able to accurately record water meter readings, record information and summary of events.

WORKING CONDITIONS:

- **Location:** Both inside and outside. Work is spent inside (where there is protection from weather, but not necessarily from temperature changes) and outside (where there may be no effective protection from weather).
- **Extreme Cold:** Endure temperature(s) sufficiently low to cause marked bodily discomfort unless exceptional protection is used.
- **Extreme Heat:** Endure temperature(s) sufficiently high to cause marked bodily discomfort unless exceptional protection is used.
- **Wet Conditions:** Endure contact with water or other liquids.
- **Noise / Vibration:** Periodic. Occasionally endure noises, either constant or intermittent, or work sites.
- **Smell:** Fumes chemicals, or toxic substances.
- Shift work (including weekends and holidays) may be required.

SUPERVISORY RESPONSIBILITIES:

None.

SUPERVISION RECEIVED:

Receive administrative and operational supervision from the Chief of Police, Fire Chief, or when delegated by the Mayor or City Administrator, from other or more experienced personnel.

WORKING HOURS:

Normal operating hours are 9:00 am to 2:00 pm, Monday through Friday with a lunch break; emergency call-back may be required for which work scheduled will be adjusted during emergency declarations.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Support City and Department goals and objectives through teamwork and the performance of daily and designated responsibilities.
- Organize and manage work, resources and time as required to produce desired work outcomes including but not limited to, quality and timeliness.

- Contribute to the success and development of the Department, the city and those to whom the city serves.
- Communicate effectively, respect differences and value the input of others.
- Consistently report to work on time, work scheduled hours.
- Maintain a positive disposition regarding assigned work, when receiving constructive guidance and with interactions both in the office and the field.

MISCELLANEOUS:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Tenaha and the employee and is subject to change by the City of Tenaha as the needs of the city and requirements of the job change. The City of Tenaha is an Equal Opportunity Employer.

In compliance with the Americans with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Formal application or letter of interest, rating of education and experience; oral interview, reference and criminal background checks, and drug screens are required. In addition, job-related tests may also be required.

I have reviewed this job description and I understand all my job duties and responsibilities. I further understand that I am responsible for the satisfactory execution of the essential functions, as outlined and under all conditions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department and the City of Bay City.

If I have questions about my job duties, not specified within this job description, or that I am asked to perform, I should discuss them with my immediate supervisor or my Department Director.

Print Name

Date

Employee Signature