



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Senior Code Enforcement Officer
 DEPARTMENT/DIVISION: Environmental Services
 REPORTS TO: Community Services Manager

SUMMARY: Under the general supervision of the Community Services manager, the Sr. Code Enforcement Officer directs, evaluates, and participates in the City’s code enforcement activities, including administrating and enforcing city codes, ordinances, and laws for the city. The work involves conducting inspections and investigations, overseeing the training and work of subordinate Code Enforcement Officers and in securing compliance through enforcement or abatement of documented code violations.

ESSENTIAL JOB FUNCTIONS:

- Serves as a lead to subordinate level Code Enforcement staff, which includes: assigning and monitoring work; providing direction; monitoring the quality of case management files; and/or, performing other related activities.
- Provides training and guidance to the code enforcement staff engaged in the investigation of complaints and on matters pertaining to case management, protocols, procedures, and on field investigations and inspections.
- Conducts inspections and re-inspections of single-family rental properties, apartments, and short-term rentals, which includes: conducting site visits; inspecting properties; inputting results of inspections into applicable database; generating notice letters to owners regarding violations; verifying completion and abatement of violations; and/or, performing other related activities.
- Performs pro-active and complaint-generated inspections of various residential neighborhoods and commercial locations, enforcing and ensuring compliance with applicable City zoning codes, sign codes, nuisance abatement, parking violations, housing codes, dangerous building abatement, and/or other applicable issues. Secures vacant structures and/or provides temporary repair work on downed fences.
- Performs a variety of administrative activities in support of departmental operations, which may include: reviewing and responding to a variety of correspondence; responding to requests for information from citizens, internal departments, and external agencies; documenting case responses in applicable database; assisting in the review of notices; interpreting ordinances; preparing case file information for presentation to applicable Boards or Commissions; and/or, performing other related activities.
- Participates in/on a variety of meetings, committees, task forces, and/or other related groups to receive and obtain information involving code enforcement.
- Presents evidence and testimony in Municipal Court related to motion dockets or trials, including the preparation of citations and submitting fine recommendations.
- Participates in vendor selection and management activities, which includes: soliciting short-term bids from vendors; defining specifications; recommending vendor selection;

overseeing the work of on-site contractors; providing technical expertise and guidance to contractors; ensure contract terms are met by monitoring and evaluating contractor performance; and/or, performing other related activities.

- Prepares monthly, mid-year, and yearly code enforcement reports for audits and case evaluations.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over Code Enforcement Officers.
- Participates in reviewing code enforcement officer applications, selecting viable candidates to interview, and participates in the hiring process of the candidate.
- Reviews invoices from Code Enforcement Officers and submits for processing.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of code enforcement principles and practices;
- Knowledge of building inspection principles, practices, and methodologies;
- Knowledge of applicable Federal, State, and Local laws, code, ordinances, rules, regulations, policies, and procedures.
- Knowledge of public records pertaining to property ownership and ability to review records to determine ownership.
- Skilled in prioritizing and assigning work to subordinate level staff;
- Skilled in evaluating the quality of code enforcement case files;
- Skilled in mediating and diffusing hostile situations;
- Skilled in exercising judgment and discretion;
- Skilled in conducting research;
- Skilled in reading, interpreting, and explaining applicable laws, codes, ordinances, rules, regulations, policies, and procedures;
- Skilled in providing customer service;
- Skilled in performing inspections and investigations;
- Skilled in prioritizing and scheduling activities;
- Skilled in speaking in public;
- Skilled in preparing communication education programs;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals;
- Ability to follow and relay complex oral and written instructions, policies, and procedures;

- Ability to utilize good observation and deductive reasoning techniques to evaluate and determine possible code violations;
- Ability to enforce city codes and ordinances with firmness, tact, and impartiality, and to deal courteously with the general public.
- Ability to input, access, and retrieve data from a computer and applicable software programs.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Three years of progressively responsible code enforcement experience.
- Current registration as a Code Enforcement Officer with the State of Texas Department of Licensing and Regulations.
- Intermediate Code Enforcement Certification within one year of hire.
- Zoning Officer Certification within one year of hire.
- Must possess a valid Texas Driver’s License.

PREFERENCES:

- ~~None.~~
- A bachelor’s degree or higher in a non-specified field plus three (3) years of heavy citizen/customer service experience, including two (2) years of experience interpreting and enforcing codes/ordinances, investigating code violations, issuing citations, or researching deed, plats, or property records.
- Spanish/English bilingual skills
- Current Registration as a Code Enforcement Officer with the State of Texas Department of Licensing and Regulations.

WORKING CONDITIONS

- A combination of office and field environments exists for this position.
- Frequent climbing, balancing, reaching, sitting, standing, stooping, kneeling, crouching, walking, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both ~~standard office~~ indoor and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in high and precarious places, ~~and~~ near moving mechanical parts, and vehicular traffic.
- Occasional exposure to the risk of electric shock, fumes, airborne particles, infectious diseases, and criminal suspects.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.

- Must pass criminal history check.
- Must pass motor vehicle records check.