



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: EQ Code Enforcement Officer/
 Environmental Quality Specialist
 DEPARTMENT/DIVISION: Environmental Services/ Environmental Quality
 REPORTS TO: Environmental Quality Manager

SUMMARY: Responsible for performing various job functions within Environmental Quality, including inspections related to environmentally related laws, codes, zoning ordinances and regulations to include maintaining records and reports, investigating alleged violations, issuing citations, and coordinating activities with other departments and agencies. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains the waste survey database under the pretreatment program.
- Identifies, tracks and inspects facilities as required by the pretreatment and stormwater programs.
- Prioritizes, schedules, and performs inspections and follow-up inspections to ensure compliance with applicable codes in a timely manner.
- Assists the stormwater and pollution prevention programs, including but not limited to water monitoring, spills, and pool inspections.
- Investigates alleged violations of local and state laws, city ordinances, or codes relating to environmental or public health nuisances.
- Participates in and prepares presentations for community education programs designed to inform citizens of city regulations pertaining to environmental or public health programs.
- Coordinates duties and projects with other city departments and outside agencies involved in environmental code enforcement.
- Investigates environmental pollution in the city such as but not limited to: illegal discharges to the sanitary sewer, illicit discharges to the storm water system, illegal dumping, unlicensed or undocumented hauling of liquid waste.
- Conducts field sampling and/or analysis.
- Prepares and maintains accurate records, which includes compiling data and preparing related reports. Utilizes records in the prosecution of court cases.
- Responds to and investigates alleged violations of local and state laws, City ordinances, and codes related to environmental or public health nuisances.
- Increases compliance with City codes by communicating effectively and courteously while researching and responding to customer complaints and questions in person, writing, and by telephone.
- Assists in reviewing current codes and participates in proposing and implementing changes to codes.

- Responds to spills, leaks and other environmental and public health hazards which will include being HAZWOPER Certified and on call after hours for about 6-7 weeks out of the year.
- Assists other program areas within the department as needed.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of building inspection principles, practices, and methodologies;
- Knowledge of applicable Federal, State, and Local laws, code, ordinances, rules, regulations, policies, and procedures.
- 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 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.

MINIMUM QUALIFICATIONS:

- Must possess a valid Texas Class C Driver's License.
- Obtain the HAZWOPER 40 hours certification within 6 month of hire.
- Some college level courses in Natural Science, AND
- 2 years' experience in the environmental health or quality field OR an Associate's Degree in Environmental Science, Environmental Health or related field.

WORKING CONDITIONS:

- Is exposed to extreme heat, cold, and temperature swings.
- Walks, stands, stretches, bends, twists, stoops, and kneels, etc., while performing inspection duties.

- 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 and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in high and precarious places and near moving mechanical parts.
- 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.