

HEWITT TEXAS

Job Title: Code Enforcement Officer

Department: Police Department

Location: Public Safety Facility

Reports to: Assistant Chief of Police

Date: 2/5/2018

Grade: 12	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: Under general supervision, the Code Enforcement Officer is responsible for performing investigative work enforcing City codes and regulations.

Essential Functions: Participate in the operation of investigations and follow-up violations of city ordinances against persons and property. Conduct field inspections of code violations relating to trash, debris, high grass and/or weeds, substandard housing conditions, inoperative/parked vehicles, and community property nuisances in general. Enforce appropriate City ordinances and State and Federal laws.

Conduct accurate, thorough, and complete investigations. Initiate code violation abatement procedures including issuing citations or notices of violation in person, requesting for search and seizure warrants, and submitting City contract abatement and court action.

Receive complaints by phone, mail, or in person and investigate referred situation resolving problems, complaints, or violations. Record and report on complaints received and action taken to resolve situation. Prepare prompt, accurate, and detailed reports using correct grammar and spelling.

Educate citizens on city regulations. Respond to requests for code interpretation and application from property owners and officers. Communicate effectively via police radio, telephone, and in person with citizens, coworkers, supervisors, and instructors without bias or prejudice.

Participate in Civil Defense preparedness activities. Behave in a manner conducive to high morale and express enthusiasm for work assignments, environment, personnel, and

management. Maintain a clean and orderly work area. Perform other related duties as assigned.

The Code Enforcement Officer must maintain a certain level of physical and mental fitness to safely and effectively perform the assigned duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Competencies: Must have good reading, writing, and math skills. Knowledge of applicable Federal, State, and local laws, codes, ordinances, rules, regulations, policies, and procedures. Must have communication and interpersonal skills. Ability to work independently in the absence of specific instruction, but receptive to feedback.

Required Education, Experience, and Qualifications: High school diploma or GED. A minimum of one (1) year of experience in municipal government, code enforcement or a related field. Code Enforcement Certification from the Texas Department of State Health Services required. Possess a valid Class C Texas Driver's License.

Preferred Education, Experience, and Qualifications : N/A

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

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.

Machines, Tools, and Equipment: Modern office and code enforcement equipment.

Expected Hours of Work: Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m.

Work Conditions/Environmental Factors: 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 risk of electric shock, fumes, airborne particles, infectious diseases, and criminal suspects.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____