

**CITY OF WALLER
JOB DESCRIPTION**

Job Title: Code Enforcement Officer

Non-Exempt

Reports To: Director of Public Works

Department: Public Works

Date: October 2021

JOB SUMMARY

Under general supervision of the Public Works and Assistant Public Works Director performs a variety of technical duties in support of the City’s local code enforcement program; monitors and enforces a variety of applicable ordinances, codes and regulations; provides customer education and enforcement of all municipal ordinances dealing with land use, development, and sanitation codes; and serves as a resource to provide information on City regulations.

DUTIES AND RESPONSIBILITIES

- Protect the safety and health of citizens by ensuring compliance with health, safety, nuisance, traffic and zoning ordinances; inspect, monitor and investigate residential and commercial premises to ensure compliance with municipal ordinances and state and federal regulations; determine the nature of violations and / or unsafe conditions and steps necessary for compliance; advise and educate violators of required action; issue notices of violations and citations, as required.
- Receive and respond to complaints, inquires and/ or reports relative to codes or alleged code violations; conduct investigations and provide recommendations for resolution.
- Provide customer information as needed on codes and negotiate solutions to problem areas.
- Develop and maintain accurate records and documentation on all violations, investigations, inspections, enforcement actions and other job-related activities.
- Prepare cases and act as a witness for prosecution in Municipal Court, as needed.
- Monitor code enforcement cases to ensure compliance.
- Conduct and participate in public education forums.
- Perform other related duties as required.

QUALIFICATION REQUIREMENTS

- Registered Code Enforcement Officer Certification, or the ability to obtain within eighteen (18) months of hire. Ability to work shift that may include evenings and occasional weekends. Ability to work independently, with limited supervision.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent (GED).
- Two years related experience.
- Knowledge of municipal codes and enforcement processes. Knowledge of land subdivisions, zoning, building and sanitation codes.

SKILLS AND ABILITIES

- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, “team player,” industriousness, intelligence, sense of urgency and independent

judgment to provide for a cohesive, productive unit.

- Basic working knowledge of office equipment, computers, computer software
- Ability to perform multiple tasks simultaneously, accurately, and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.

LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.

MATHEMATICAL SKILLS

- Ability to calculate basic mathematical calculations without aid of a calculator.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

Physical Environment

- The duties of this job include physical activities such as sitting, climbing fences, walking on rough terrain, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job is performed in an office environment as well as outdoor in adverse weather conditions.

Work Environment

The work environment may include some or all of the following:

- Repetitive activities.
- Adverse weather conditions.
- Exposure to insects and animals such as mice and rodents.
- High volume workdays.
- Noise distractions (telephone calls, equipment, conversations with customers, etc.).
- Unpleasant social situations (dealing with upset or irate individuals).