

Job Title: Code Enforcement Officer (*Part-time position*)

Reports To: City Administrator

Job Summary: The Code Enforcement Officer is responsible for investigating and enforcing City ordinances to protect the health and safety of the community. This role involves conducting inspections, investigating complaints, and working with property owners to ensure compliance with local laws. Through effective communication and problem-solving skills, the Code Enforcer aims to enhance community safety and quality of life while fostering positive relationships with residents and businesses.

Job Qualifications and Education:

- High School Diploma or GED required.
- Licensed Peace Officer and/or Certified Code Enforcement Officer.
- Minimum of two years of general experience in building or construction trades, zoning, or the enforcement of local, state, and federal laws or regulations.
- Valid Texas driver's license required.

Essential Duties and Responsibilities:

- Enforce city ordinances related to zoning, land use, building codes, health and safety, field inspections and office work.
- Respond to citizen complaints by investigating reported violations, conducting interviews, and inspecting properties to recommend resolutions.
- Conduct inspections, issue warnings or notices, and document findings; follow up to ensure compliance.
- Track compliance deadlines and ensure property owners address violations within required timeframes; issue citations and initiate legal actions when necessary.
- Maintain accurate case records and daily activity logs.
- Patrol City to identify violations and determine corrective actions; prepare reports and correspondence related to code enforcement activities.
- Mediate disputes between neighbors or businesses regarding violations; manage potentially hostile situations with professionalism.
- Attend meetings to provide support and interpret ordinances for the public, businesses, and stakeholders.
- Secure and monitor vacant properties to prevent vandalism or unauthorized use.
- Build positive relationships with residents and businesses for collaborative enforcement efforts.
- Identify trends in violations and recommend preventative measures or targeted strategies; participate in special programs to address high-priority issues.
- Collaborate with police, fire departments, and county commissioners on public safety concerns.
- Provide documentation for municipal or court proceedings as needed.
- Supervise community service workers or volunteers during clean-up activities; collaborate with other departments to support city operations.
- Adhere to safety policies.
- Perform other assigned duties as needed.

Skills and Knowledge:

- Proficient in governmental regulations, principles, and practices of code enforcement; knowledgeable about construction methods and applicable federal, state, and local laws.
- Strong analytical skills for evaluating data and making informed decisions; proficient at conflict resolution and mediation techniques.
- Effective communication skills, both verbal and written, to convey complex information clearly to residents, businesses, and officials.
- Competent in using software for managing case files, tracking violations, and generating reports; skilled in Microsoft Office applications.
- Ability to interpret building plans, sketches, and specifications; perform mathematical computations accurately.
- Ability to manage multiple tasks, meet deadlines, and maintain detailed records; work effectively with minimal supervision.
- Strong interpersonal skills to establish and maintain effective working relationships with city officials, government agencies, and the public.
- Stay updated on evolving regulations, city ordinances, and best practices; actively seek to learn new skills as necessary.

Pay and Benefits:

- Hourly pay \$20/hr - \$23/hr
- TMRS retirement with a 2:1 city match plus supplemental death benefit.

This position shall remain open until filled.