

# CITY OF MEADOWS PLACE

## Code Enforcement Job Description

<b>Position Title:</b>	<b>Code Enforcement Officer</b>
Department:	Administration
Immediate Supervisor:	Mayor
Positions Supervised:	None
FLSA:	Full Time - Non-Exempt
Work Schedule:	M-F, 7am - 4pm (Some weekends; weekly schedule will be adjusted for weekend hours)

### **SUMMARY OF CLASSIFICATION**

This position is responsible for code enforcement and compliance as well as neighborhood revitalization. The position administers the City's ordinances related to abatement of nuisances and monitoring compliance with the zoning code and other City codes and regulations. This job requires good research and organizational skills, close attention to requirements for processing and documenting casework, good communication skills and the ability to deal tactfully and effectively with members of the public. Work is performed in an office setting, but requires a considerable amount of field work and investigations. The position requires safe operation of City-owned vehicles. Formal supervision and evaluation are received from the Mayor.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Work diligently to secure City-wide code compliance;
- Inspect for violations of the various City of Meadows Place ordinances, issue abatement notices, prepare issue citations, testify in court, track each violation through abatement, and maintain records for historical information;
- Respond to complaints of potential violations of City zoning and related municipal codes including substandard structures, zoning violations, debris, unsanitary conditions, nuisances, abandoned and inoperable vehicles and related incidents;
- Patrol and inspect throughout the City to monitor for violations of City codes;
- Conduct field investigations of potential violations; gather evidence; question or interrogate complainants, witnesses and suspects; compare facts to code requirements; make findings; issue warnings, correction notices, or citations;
- Work with the Permit Clerk to maintain records of rental properties and perform occupancy inspections;
- Propose amendments to specific City codes or regulations that relate to the position and enhance the City's enforcement capabilities;
- Be prepared to attend community group meetings and make presentations on the purpose of ordinances;

- Answer and reply to all phone calls and emails regarding code violation questions, complaints, and notifications in a timely manner;
- Maintain logs and records related to inspection and enforcement activities;
- Appear at all court hearing which a code violation is on the docket and testify if needed;
- Meet with Court Clerk on the first of each month to determine which offenders have not complied in the time allotted so municipal court notifications can be mailed out for the next court date;
- Prepare detailed reports of activities and investigations made;
- Meet with Mayor weekly to review progress;
- Submit a weekly report to City Council summarizing weekly accomplishments, top priorities, and issues;
- Report activities and investigations quarterly at the City Council meeting
- Perform additional related duties as assigned;

### **REQUIRED CONTACTS**

Communicates effectively and courteously with the general public, other employees, other departments, appointed and elected officials, in person, in writing and by telephone.

### **REQUIRED QUALIFICATIONS**

Must be able to read and interpret laws and ordinances, possess good writing skills, be familiar with corporation court procedures and be able to testify effectively in court, be able to operate computers using word processing software.

### **MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION**

- High School diploma or equivalent
- One (1) year previous experience preferred
- Must have Valid Texas Driver's License
- Health Inspection Certification a Plus
- Basic Code Enforcement Certification within one (1) year of employment. This requirement is satisfied by successful completion of the Basic Code Enforcement course conducted by the Texas Engineering Extension Services (TEEX). The Basic Code Enforcement course provides training designed to prepare students for final proficiency testing through the Code Enforcement Association of Texas (CEAT). Approved applicants must complete the basic code enforcement course and then register for and pass the state code enforcement written examination with a minimum score of 72.