City of Georgetown

JOB DESCRIPTION

Job Title:  Code Enforcement Officer  Effective Date:  10/01/2012
FLSA Category:  Non-Exempt  Revision Date:  8/15/2014

SUMMARY:  Performs investigation, research, and evaluation associated with improvement or rehabilitation of code violations. Determines the presence of health hazards, nuisance violations, unsafe building conditions, and violations of any health, building, or land use regulations, statute, or ordinance.

ESSENTIAL FUNCTIONS:  Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Conducts investigations of reported code violations on private and public property; determines if other violations are present at the reported property.
- Conducts property inspections for possible violations of City code and/or ordinance.
- Issues warnings, correction notices, and notice of violation.
- Assists with cases for hearings and trials by preparing reports, notice of violation, and case history documents for code violation cases to be processed in court or to the Building Standards Commission, which may include testifying as a witness on behalf of City.
- Reads and interprets maps, plats, codes, ordinances, and regulations.
- Researches property identification for land and vehicle ownership; researches tax and court records for ownership record; conducts title searches.
- Responds to inquiries regarding reported complaints and the results.
- Conducts community education programs to inform citizens and commercial business owners of City standards, ordinances, state laws and City services and processes.
- Attends citizen group meetings, to answer questions and to teach citizens basic code enforcement practices, processes and procedures.
- Conducts research for special projects.
- Complies with all applicable department and division security and safety rules, regulations, and standards pertaining to vehicles and personal safety.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines
High school diploma or equivalent. Three years of full-time work experience in code enforcement, building construction trade or related experience.

One year (30 semester hours) from an accredited college or university with major coursework in Criminal Justice, Criminology, Environmental Science, Engineering Technology, Urban Planning, or a field related to the type of work to be performed may be substitute for one year of the required experience.

Knowledge of:
- Principles, interpretation, and administration of applicable policies, and codes.
- Applicable municipal, state, and federal codes, ordinances, regulations and guidelines.
- Pertinent codes, state laws, and City ordinances
- Legal procedures involving enforcement of codes, state laws, and City ordinances.
- And sufficient technical knowledge to conduct inspections of property for violations
- Basic inspection and investigation techniques.
Skill in:
- Reading and interpreting maps, plat maps, building plans, or site plans.
- Entering and retrieving data.
- Preparing records and reports in a court admissible fashion for hearings and trials.
- Communicating effectively in person or by telephone and both orally and in writing.
- Establishing and maintaining effective working relationships.
- Dealing effectively with code enforcement problems and preparing letters and reports.
- Interpreting and applying legal writings, state laws, ordinances, code books, environmental regulations, procedural manuals, policy statements, public safety reports, inter/intra correspondence, maps, plat maps, codes, and court records.
- Performing basic mathematical calculations; interpreting data and preparing statistical reports.
- Setting priorities.
- Recordkeeping.
- Making deductions and decisions professionally.
- Using computer and related software programs.

LICENSES AND CERTIFICATION REQUIREMENTS
Valid Class C Texas driver’s license

Registered as a Code Enforcement Officer with the State of Texas within six months of employment.
ICC Property Maintenance Inspector Certification within one year of employment.
ICC Zoning Inspector Certification within one year of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT
Standing, sitting, walking, lifting, carrying, pushing, pulling, reaching, handling, fine dexterity, kneeling, crouching, crawling, bending, twisting, climbing, balancing, vision, hearing, talking, use of foot controls.
Exposure to weather extremes, possible exposure to chemicals, odors, physical hazards while investigating and health hazards.