

## **CODE COMPLIANCE OFFICER**

### **JOB SUMMARY:**

Under the general direction of the Police Chief ensures compliance with City codes and ordinances and detects violations of local and state laws and codes.

### **ESSENTIAL JOB FUNCTIONS:**

- Interprets codes and ordinances
- Identifies code and ordinance violations
- Issues notice of violations and citations
- Conducts inspection of properties and construction sites
- Receives code complaints
- Consults with complainants and formulates written responses
- Maintains daily records of enforcement activities by property location
- Tracks progress of violations and compliance via photographs and reports
- Records information regarding follow-up calls and site visits
- Prepares information for City Council meetings and court trials as needed
- Files liens on properties as needed
- Works closely with the Police Department and Animal Care Services Staff
- Performs related duties and fulfills responsibilities as required

### **EXAMPLES OF WORK:**

Conducting inspections of residential and commercial properties and identifying violations. Notifying property owners of violations regarding city ordinances, input violation data into computer software and maintain status file, monitor case compliance and closure, etc. Resolving disputes and responding to questions and inquiries regarding codes, ordinances, and violations.

### **QUALIFICATIONS:**

- Graduation from high school or four years of equivalency
- Associate's or Bachelor's degree preferred
- Previous experience as a Code or Police Officer preferred
- Licensed Peace Officer at the time of hiring or within 90 days of hiring
- Valid Texas Driver's License with acceptable driving record

### **PHYSICAL REQUIREMENTS:**

- Frequent driving, walking, standing, lifting, sitting and occasional carrying

**WORK LOCATION AND HOURS:**

- Office located at the Police Department
- Hours determined by supervisor

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Required knowledge of basic computer systems and usage.
- Ability to write reports and prepare business letters.
- Ability to understand and follow oral and written instructions.
- Ability to work effectively and cooperatively with other employees and the general public.
- Bilingual skills a plus.