



Job Description – Code Enforcement Officer

Job Title:	Code Enforcement Officer	Department:	Support Services
Group:	11	FSLA Status	Non-exempt
Salary Range:	Starting salary not to exceed mid range	Position Type:	Full Time
Reports To:	Support Services	Directs:	None
Applications Accepted By:			
E-MAIL: hrdirector@palestine-tx.org Subject Line: Attention: Human Resources/ Job Title		MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P) Lisa Cariker City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421	
Job Description			
<p>OBJECTIVE</p> <p><i>THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION</i></p> <p>Under general supervision, performs a variety of technical duties in support of the City’s local code enforcement policies including, monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other city departments and divisions.</p> <p>ESSENTIAL JOB FUNCTIONS</p> <p>Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.</p> <ul style="list-style-type: none"> • The primary duties of this position are to learn and enforce City Ordinances and State Laws pertaining to tall weeds and grass, rubbish, and stationary vehicle violations on residential and commercial premises. • Enforcing local ordinances including inspecting, monitoring and investigating residential and commercial premises to ensure code compliance. Determines necessary action for compliance. • Research property information, review applicable codes, photograph site and gather evidence on purported violations. • Resolve complaints through enforcement of codes. • Respond to questions and information requests generated by the public. • Issue infractions and provide follow-up to departments Municipal and district court. • Perform follow-up inspections to ensure violations are corrected. 			



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- Meet with citizens to inform them of violations, explain the intent of the codes and provide options on resolution through written and verbal communication.
- Prepare detailed documentation for data entry, follow-up file and record keeping assuring timely handling of complaints.
- Provide assistance to the Prosecuting Attorney's Office if required and may appear as a witness in court in legal actions taken to gain compliance.
- Providing customer service and education to the public in relation to code compliance.
- Must possess strong and effective customer service skills.
- Demonstrate proficiency in both oral and written communications with property owners; research legal issues and property ownership; operate standard office equipment including personal computer using MS Word, Excel and Outlook.
- Attend meetings, seminars, and classes to keep current with code amendments and new regulations or trends..
- Participate in the establishment, development, or amendment of related codes and ordinances.
- This position does NOT address Building Code violations.

OTHER IMPORTANT JOB FUNCTIONS

- Read, interpret, and apply a broad variety of codes and ordinances.
- Conduct field inspection; identify violations or noncompliance areas; To prepare detailed reports of findings; To make recommendations for code conformance; and to make referrals to appropriate agencies.
- Resolve or mediate complaints between parties through code enforcement measures.
- Work independently, use discretion, and make decisions based upon policies, procedures, and established regulations.
- Establish and maintain effective working relationships with homeowners, other agencies, other staff and the general public.
- Establish, develop, implement, and make recommendations for revisions to code and ordinances.
- Perform work in a variety of weather conditions
- Effectively coordinate, perform, and complete multiple duties concurrently and in a timely manner.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.
- Staff must be familiar with Microsoft Office and Excel.
- Experience with Incode Software is a plus.
- Performing other job duties as required.
- Weekend and Evening Work may be required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Knowledge of:

- City Code Ordinances, and laws relating to land use, zoning, signs and other related regulations.
- Code Compliance Methods, the development community, , and legal requirements related to enforcement.



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PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential job functions of the position. Required physical activities include but are not limited to; -maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, pushing/pulling. The ability to walk, bend, stoop, climb, and work around hazardous conditions or chemicals is required. This position is subject to deal with hostile individuals. The lifting requirements are twenty pounds or less. This position is required to drive and work in all types of weather conditions.

ACCEPTABLE EXPERIENCE AND TRAINING

Preferred certification as a Code Enforcement Officer issued by the Texas Department of Health; or the ability to obtain certification within six months of employment. Prior law enforcement or military training helpful. Bi-lingual preferred.

CERTIFICATIONS AND LICENSES REQUIRED

Must be willing and capable of completing all required courses and classes for certification requirements.

Must possess and maintain a Valid Texas motor vehicle driver’s license.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam.

Must have and maintain a satisfactory driving record.

OUT OF TOWN TRAVEL WILL BE REQUIRED ON A LIMITED BASIS.

REGULAR ATTENDANCE IS REQUIRED.

ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).

Reviewed By:	R.C. Johnson	Date:	05/23/2023
Approved By:	Mark Harcrow	Date:	05/23/2023
Last Updated By:	Lisa Cariker	Date/Time:	05/23/2023
Received By:		Date:	