

TITLE: Code Enforcement Official

DEPARTMENT: Coleman Fire Department – Environmental

FULL-TIME STATUS: Full-Time – Non Exempt

Job Summary:

This position ensures compliance with applicable City Ordinances and State Health and Safety Codes and other federal and state regulations for the City of Coleman. Under limited supervision, the position, investigates complaints and identifies alleged violations in an assigned area of responsibility, to assure compliance. The Code Enforcement Officer will maintain up to date records, prepare reports as needed, prepare and issue notices of violations. Provides administrative support to Building Official, Fire Marshall, Flood Plain Administrator, other City Departments, and the general public.

The clear goal of this position is to increase compliance with City Codes by educating and communicating effectively and courteously, while responding to citizen complaints and questions in person, in writing, and by telephone.

Position Supervised:

The position of Code Enforcement Official is supervised by the Fire Chief.

Essential Job Duties/Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Performs daily property inspections to assess compliance with city ordinances such as property maintenance (trash and debris, tall grass and weeds, junk vehicles, outside storage, yard parking, dilapidated fences), minimum building standards (dilapidated roofing and siding, broken windows, peeling paint) and zoning (illegal land use, signage).

- Performs research utilizing public records, current and old zoning ordinances, historic and current zoning designations and topographical and aerial maps and determines property ownership and tenancy, chronic offender status and applicable zoning regulations.
- Issues notices, extensions and citations as necessary to gain compliance with city ordinances; submits written work orders for properties that remain non-compliant after issuance of a citation.
- Maintains computer case files (inspections, violation photographs, ownership information, case-related meetings and phone conversations, notices and citations issued, work orders submitted, disposition of cases, etc.); works with the city prosecutor to prepare for trial and testifies in Municipal Court if required.
- Works closely with citizens to assist them in gaining compliance with city ordinances; works closely with other city departments to develop appropriate local ordinances, develop policies and procedures to improve enforcement of, and compliance with, city ordinances.
- Works with other city departments to abate violations that occur on public property, such as tall grass and weeds, trash and debris, and graffiti.
- Provides staff support to city or community committees and organizations concerned with community improvement.
- Attends neighborhood meetings (usually in the evenings) to educate the public about city ordinances, code violations, and Code Compliance procedures and to respond to questions about neighborhood concerns and issues.
- Makes recommendations for the annual budget; tracks and reports monthly variances to plan.

Education & Experience

Knowledge, Skills and Abilities:

- Comprehensive knowledge of City of Coleman Code Ordinances.
- Proficient understanding of Code Compliance procedures and practices.
- Comprehensive abilities in problem-solving, conflict management and customer relations techniques.
- Proficient skills in Microsoft Office Suite including Excel, Word, and PowerPoint.

- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups.
- Ability to maintain confidentiality when working with sensitive information and to comply with all record retention laws.
- Proficient skills to communicate clearly and concisely in English, both orally and in writing.
- Ability to maintain proficiency and knowledge of current and upcoming or new regulations/legislation within areas of responsibility.
- Proficient understanding of all City safety rules and operating procedures.
- Ability to interpret zoning laws and property maintenance codes; read detailed maps and surveys.

Minimum Qualifications:

- High school diploma or GED equivalent, and
- One (1) years' experience working with principles of City property code ordinances, or
- Any equivalent combination of education and experience sufficient to successfully perform the essential functions of the position.
- Code Enforcement Officer certification.

Licenses and Certifications:

- Valid State Driver's License.
- Must have a current Texas Code Enforcement License; if licensure is from another state, must successfully attain State of Texas Code Enforcement Intermediate Certificate within one (1) year.

Physical Requirements:

- Must be able to lift and carry weight of 50 pounds
- Ability to stand for long periods of time during inspection
- Ability to climb stairs and ladders
- Must be able to wear personal protective equipment
- Must be able to work in hot, cold and inclement weather environments as well as environments of elevated noise levels

Supplemental Information

Reading

Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math

Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing

Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Managerial

Receives general directions. The employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy. Performance is reviewed periodically.

Supervisory / Organizational Control

No responsibility for the direction or supervision of others.

Complexity

Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.

Interpersonal / Human Relations Skills

Persuasion Very Frequent: More than 51% of work time.