



City of Oak Point Job Description

JOB TITLE: Code Compliance Officer **STARTING SALARY:** \$20.67 hourly
DEPARTMENT: Department of Public Safety
FLSA STATUS: Non-exempt **EFFECTIVE DATE:** May 18, 2022

JOB SUMMARY

Performs a variety of routine and complex technical work in code enforcement, building and property inspection. To ensure the adopted, property maintenance, life safety codes, city nuisance ordinances and other related codes and standards, are met.

Employees may receive special assignments which call upon specialized abilities and knowledge usually acquired through experience and training as a code compliance officer. In addition, a code compliance officer may be required to assist other personnel of the police department in conducting traffic control, report taking, and related duties as assigned.

SUPERVISION RECEIVED

Employees must be able to act with minimal supervision and to exercise proper independent judgment in meeting city expectations. At times, a supervisor will be on-scene making observation, other times instruction and comments are received after the fact from a police supervisor who reviews work methods and results through reports, bodycam, and dash cam footage review.

In the chain of command this position reports to, and is under the direction and supervision of, the Patrol Sergeant who reports to the Police Captain. This person will perform such duties and positions as delegated and function under the guidelines and directives of the Director of Public Safety, and in his absence the Patrol Captain, obeying all City, State, and Federal laws, and department policies and procedures.

SUPERVISION EXERCISED

None.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following list of duties serves as only a representative summary of the primary duties and responsibilities. The list is **NOT** intended to serve as a comprehensive list of all duties performed by the employee(s) in this classification. The employee should be able to perform all duties listed. Employees may not be required to perform all duties listed and may be required to perform additional, position-specific duties, as assigned.*

(Any one position may not include all duties included, nor do listed examples include all duties that may be found in positions of this class.)

- Consistently promote a professional image of the Department during performance of all duties. Exercises good personal hygiene and is dressed in required uniform cleanly and neatly.
- Coordinates with Planning, Building Inspections, Environmental, Police, Fire, Solid Waste, and other departments to secure compliance with city codes when enforcement becomes necessary.

- Performs systematic site inspections of properties and building structures to ensure compliance with all applicable city codes and regulatory requirements.
- Performs inspection and enforcement of violations to buildings, structures, and premises within the city, to ensure that all building, zoning, nuisance and other codes and ordinances are followed.
- Inspect or coordinate with Building Inspectors to determine soundness and consideration for condemnation.
- Examines abandoned and junked vehicles to ensure safety to public and abates vehicles in violation of ordinance.
- Investigate citizen complaints of code violations, obvious violations observed during site inspections; determine appropriate action to be taken; research and locate property ownership information, County Tax Assessor's parcel information, mortgage holders, and interested parties.
- Issue warnings, letters, and citations as appropriate; conduct follow-up inspections and take additional actions until cases are resolved and closed.
- Develop and maintain detailed case files through Code Enforcement software system and case log; maintain complete records of all cases including ownership information, all communications and actions taken with names, dates, and times.
- Maintain before and after photographs and copies of all other documents.
- Assists in the inspection of accessory buildings, fences and manufactured housing when needed.
- Explains, interprets, and provides guidance regarding all applicable codes to public, contractors, and other interested parties.
- Assists municipal court prosecutor in providing evidence or giving testimony in court proceedings.
- Understand the Mission and Goals of the department and continually work to promote and achieve them
- Attends work on a regular, punctual and dependable basis and is mentally prepared to work.
- Understand and follow detailed oral and written instructions of supervisors.
- Clearly and concisely communicate, both verbally and in writing, information necessary to successfully conduct all duties and responsibilities.
- Maintain awareness of, and compliance with, all rules, policies and procedures of the Department and City.
- Interviews persons with complaints and inquiries and attempts to make the proper disposition or directs them to proper personnel.
- Records and reports citizen complaints that come to the PD lobby.
- Maintain a current awareness of all streets, roads, and address systems within the department's jurisdiction.
- Maintain all department and state required certifications and training requirements.
- Establish personal goals and objectives and work to the fulfillment of them.

MINIMUM QUALIFICATIONS

Education and Experience:

- Possess a valid Texas Driver's License
- Graduation from high school or equivalent
- Have the ability to read, write and comprehend the English language at or above the 12th grade level.
- Must be able to type 38 WPM.
- After a year of employment, obtain a code enforcement officer license.
- Good common sense and emotional maturity.
- Must be able to follow written and oral instructions.

Necessary Skills and Knowledge:

- Knowledge of code enforcement principles, practices, and methods as applicable to local government; working knowledge of laws, standards, and regulations relating to various land use, nuisance, and public safety codes.
- Knowledge of state, federal, and local laws, rules, ordinances, and regulatory standards applicable to code enforcement work and responsibilities.
- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to read and understand City building codes, zoning regulations and other ordinances.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken and take that action.
- Ability to organize own work and work independently to accomplish daily workload with little or no direct supervision and meet critical deadlines.
- Must possess the ability to gain and maintain compliance in a verbal and if required a non-verbal manner.
- Ability to understand and carry out oral and written instructions.
- Ability to spell, write and speak effectively.
- Ability to work with minimum supervision.
- Ability and willingness to cooperate with other city employees.
- Ability and willingness to learn and increase skill in code compliance work.
- Maintains regular and punctual attendance, and demonstrate dependability, responsibility, and the ability to follow directions.

SPECIAL REQUIREMENTS

- Possess a valid Texas Class "C" driver's license.
- Code Enforcement Officer License or ability to pass the state Code Enforcement Officer test within six (6) months and obtain license within one (1) year of date of hire.
- Must pass an extensive pre-employment back-ground investigation and drug screening test.
- Applicants must successfully pass an oral board, physical and drug screen examination prior to a conditional offer of employment. Polygraph examinations may be required.

PHYSICAL DEMANDS:

The physical demands described below are representative, but not inclusive, of those that must be met by an employee to successfully perform the essential functions of this job. This position requires work in a variety of locations and conditions and emergency scenes of every type.

- Must be able to meet the demands of the position. A minimum qualification standard is unrestrictive mobility.
- Work is performed mostly in outdoor settings. Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate various pieces of office equipment.
- While performing the duties of this job, the employee is required to stand, walk, use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, climb, or balance, stoop, kneel, crouch or crawl, talk and hear.
- The employees must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Requires standing, walking, stooping/bending, lifting, crawling, jumping, sliding, climbing, and repetitive motion.

- Requires sitting or driving in an automobile for extended periods of time.
- Work is performed in all weather conditions and in extreme temperatures below twenty degrees (20°) Fahrenheit and more than one hundred degrees (100°) Fahrenheit.
- Work is performed under hazardous and adverse conditions, including but not limited to, slippery/uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places and confined spaces.
- Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, narcotics, animals, which can affect the officer's general safety or respiratory system or skin.
- Work may result in exposure to high noise levels.
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
- This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

The City of Oak Point offers a comprehensive benefit package including vacation, holiday, and sick leave as well as medical, dental, and life insurance.

Tobacco use while on duty is prohibited.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice. The City of Oak Point is an Equal Opportunity Employer.

A job application can be obtained from Oak Point City Hall at 100 Naylor Road in Oak Point, Texas or from the City's website at www.oakpointtexas.com under the Human Resource page. Resumes or other information may accompany applications but is not a substitute for required application. Completed applications may be mailed to City of Oak Point DPS, c/o S. Froman, 100 Naylor Road, Oak Point, Texas, 75068; faxed to (972) 294-3333, or e-mailed to sfroman@oakpointtexas.com.
