



CITY OF ALAMO HEIGHTS JOB DESCRIPTION

CODE COMPLIANCE OFFICER

**EXEMPT STATUS: Non-Exempt
SALARY RANGE: \$40,289.60 – 58,017.02**

JOB SUMMARY:

Under general supervision, the Code Compliance Officer is responsible for the enforcement of housing and property maintenance codes. Locates weed lots, corner vision and traffic sign obstructions, water conservation violations, parking violations, construction site inspections for permits, zoning and other violations. Advises owner/agent of need for compliance with codes, makes recommendations for corrective action and re-inspects to determine if code compliance has been achieved. Other duties may include providing information regarding ordinances, maintaining records, obtaining information from other cities, coordination with the Community Development Office and Fire Department and other related work as necessary. Exercises no supervision. The Code Compliance Officer reports to the Police Administrative Lieutenant.

EDUCATION AND EXPERIENCE:

- Graduation from high school or a General Education Development (GED) Certification.
- One (1) or more years of code enforcement experience preferred or any equivalent combination of experience and training that provides the required knowledge, skills and abilities and satisfies applicable state statutes.
- Experience in the use of Microsoft Office products including Word, Excel and Outlook.

LICENSES OR CERTIFICATES:

- Valid Class "C" Texas Driver's License.
- Certification as a Code Enforcement Officer with the State of Texas or the ability to obtain certification within one (1) year of hire date.

ESSENTIAL JOB FUNCTIONS:

- Patrol the City and investigate code and ordinance violations, works with owner/agents in furtherance of compliance and, when necessary, take enforcement action with impartiality and efficiency
- Maintains records of inspections, investigations conducted and actions taken.
- Responds orally and in writing to requests for code interpretation and application from city staff, contractors and property owners.
- Receive and respond to citizen complaints and reports, including reports from other agencies and city staff.

- Investigates alleged violations of City ordinances or codes relating to environmental or public health nuisances, to include weed control, water conservation, signs, trash, parking violations, etc..
- Monitors construction sites for adherence to permit requirements, allowable work hours, work site clean-up, noise complaints and parking issues; resolves conflicts with contractor, owner or their representatives.
- Prepares and maintains accurate records, compiles data and reports, utilizes information as witness for prosecution in court cases, and prepares, processes and issues notices or citations for violation of applicable codes regulations or laws; follows through with appropriate actions.
- Coordinates related projects with other City departments and outside agencies.
- Adheres to personnel, safety and departmental rules and regulations.
- Attends meetings and serves as a resource to other City departments, agencies and the public.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Have excellent communications skills, both oral and written; bi-lingual (Spanish) communications are preferable, but not required.
- Have basic skills in personal computer operations to include Microsoft Office Suite.
- Be able to learn and interpret related ordinances, codes and procedures in order to process code and ordinance violations.
- Be able to independently perform administrative duties related to municipal code enforcement and compliance duties.
- Be able to type at a speed that provides for a timely workflow of prepared reports, forms, documents, correspondence, data entry, etc.
- Perform essential functions of the job, to include; understand and carry out oral and written directives; work well under pressure and stress; handle multiple tasks; prioritize and organize work assignments.
- Encourages and facilitates a harmonious working environment through demonstration of; enthusiasm for the job, which includes attendance, performance and conduct; work effectively and cohesively with others; displays courteous, respectful and polite demeanor toward co-workers and members of the public; and, recognizes the importance of being a team member that creates a positive working environment.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Maintain effective audio-visual discrimination and perception needed for:
 - 1) Making observations
 - 2) Reading and writing
 - 3) Operating assigned vehicles/equipment
 - 4) Assessing situations where compliance to codes and ordinances come into question
 - 5) Communicating with others
- Effectively deal with personal danger which may include exposure to:
 - 1) Confined or high work places
 - 2) Dangerous domestic and non-domestic animals
 - 3) Extremely loud noises
 - 4) Hazards associated with working near traffic
 - 5) Natural and man-made disasters
 - 6) Adverse weather conditions.
 - 7) Working on level, slippery, sloping, unstable and muddy terrain

- 8) Exposure to insects, noxious plants, reptiles (including snakes), etc.
 - 9) Exposure to adverse hazardous conditions including mechanical, electrical, fume odor, dust/mist, chemical and toxic waste hazards and solid waste substances
- Maintain Physical Condition appropriate to the performance of assigned duties and other responsibilities which may include the following:
 - 1) Walking, crouching, crawling, bending, kneeling, twisting, reaching, crouching, balancing
 - 2) Moving signs, equipment, materials, debris, etc.
 - 3) Climbing and ascending stairs/ladders/ramps
 - 4) Walking, standing or sitting for extended periods of time
 - 5) Push, pull, lift up to 25 pounds
 - 6) Operating assigned equipment/vehicle
 - 7) Proficiency demonstrations utilizing assigned equipment in varied conditions of climate, terrain and other adverse conditions under both stressful and non-stressful conditions

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health, and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's work assignments and continue through the recovery phase of the emergency. **All employees must be prepared to work alternate work schedules, including overtime, and assume alternate scheduled days off if required.**

**This job description is not an employment agreement or contract.
Management has the exclusive right to alter this job
description at any time without notice.**

Revision Date: October 1, 2017

SIGNATURES

This job description has been approved by all levels of management:

Department Head / Manager _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____