

491 Ave H • P.O. Box 378
Poteet, Texas • 78065
Phone: 830.742.3574 • Metro: 830.276.3806 • Fax: 830.742.8747

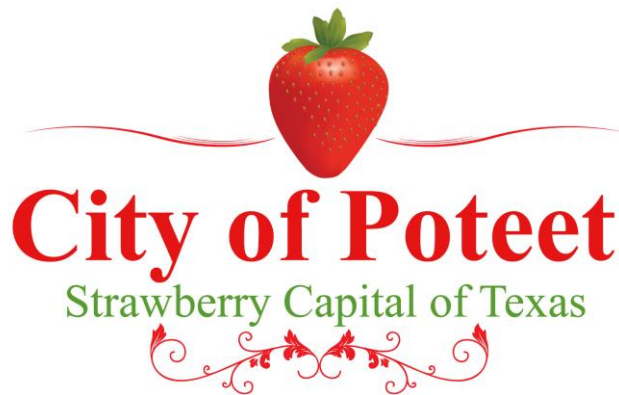
Duties and Responsibilities Of the Code Enforcement Officer/Building Inspector

SUMMARY OF POSITION:

Under the administrative direction of the City Administrator and Public Works Director, the Code Enforcement Officer performs complaint investigations and enforces the municipal building and zoning code including the minimum housing standards, environmental health, and zoning ordinances. The Code Enforcement Officer also performs a variety of technical tasks relative to assigned area of responsibility within the organization.

EXAMPLES OF WORK TO BE PERFORMED:

- Inspects single family homes, apartment buildings, businesses, vacant lots and other properties; ensures compliance with applicable zoning and environmental health codes, ordinances and regulations. Determines whether property is in compliance; issues notices of violation as required. Documents all actions and notices; perform follow-up inspections to ensure compliance.
- Responds to alleged violations; interviews complainant and witnesses, takes photographs of violations, document activities and update records.
- Meets with citizens who are in violation of city codes; explains actions required to comply with ordinances.
- Provides and maintains a positive customer service relationship at all times.
- Performs research to determine the approved conditional uses of property; researches ownership and takes action to enforce city codes.
- Maintains records and reports of inspections and surveillance activities; prepares reports as required.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Assists in preparing case reports for court or administrative proceedings; testifies in court and at administrative proceedings as necessary.
- Participates in joint enforcement efforts with the Poteet Police Department and other state or federal agencies on special projects designed to better maintain corridors or thoroughfares.
- Adheres to assigned work schedule and provides updates to the Chief of Police and City Administrator regularly.
- Treat all employees, citizens and guest with respect and courtesy.



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- Perform duties of a peace officer as outlined in the Poteet patrol officer job description.
- Performs duties as required.

REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- HS Diploma/GED supplemented by specialized training in code enforcement, building codes, and zoning regulations or related field.
- One year of general experience in building or construction trades, zoning, or enforcement of local, state and federal laws or regulations.
- Valid Texas class "C" driver's license.
- Possession of, or ability to obtain, a State of Texas Code Enforcement Officer Certificate within six months of the date of hire.
- Read, interpret and enforce applicable city, state and federal codes, ordinances and regulations related housing, zoning and environmental health issues.
- Perform mathematical computations.
- Services and activities of a code enforcement program.
- Principles, practices, methods and techniques of code compliance and building inspection.
- General construction methods.
- Collect and compile data from different sources. Operate office equipment including but not limited to computers, telephone, fax machine, laminator and printer.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Basic recordkeeping and file maintenance systems.
- Principles of business letter writing and basic report preparation.
- Pertinent Federal, state and local laws, codes and regulations.
- Obtain ICC Commercial and Residential Inspector Certification within one (1) year.
- Obtain Texas Commission on Fire Protection (TCFP) fire inspector certification within one (1) year.

DESIRED EDUCATION, TRAINING AND EXPERIENCE:

- Certified as a Code Enforcement Officer II preferred.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position



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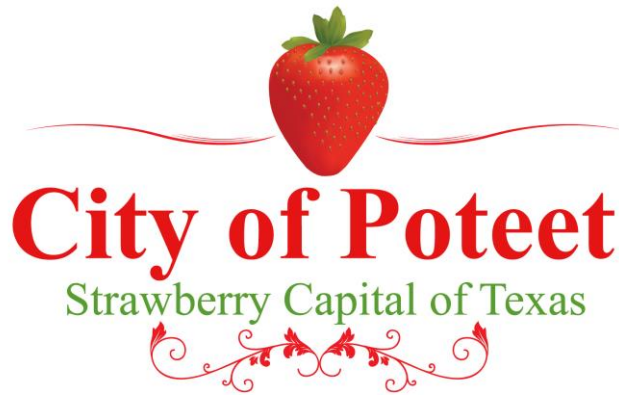
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- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Crawling. To move in a prone position with the body resting on or close to the ground, as a worm or caterpillar, or on the hands and knees, as a young child.

2. The physical requirements of this position

- Light work. Exerting up to 50 pounds of force occasionally, and/or up to 100 pounds of force frequently, and/or up to 20 pounds of negligible amount of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.



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- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

4. The conditions the worker will be subject to in this position

- The worker is required to function in narrow hallways, doorways, or passageways.
- The ability to navigate uneven terrain.
- Adverse weather conditions i.e. extremely hot, dry warm, or wet conditions.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Public Works Director
2. Directs: This is a non-supervisory position.
3. Other: Works closely with Police, and Public Works departments; federal, state and local government agencies; contractors; and the general public.

 Employee Signature

 Date

 Supervisor Signature

 Date

Non-Discrimination Statement "This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov."