

JOB DESCRIPTION FOR CODE COMPLIANCE/ENFORCEMENT OFFICER

DEPARTMENT: INSPECTIONS **SALARY RANGE:** \$19.00 to \$21.00 PER HOUR

POSITION: CODE COMPLIANCE **HOURS:** 40 HOUR WORKWEEK (4) 10 HOUR DAYS

BENEFITS: Paid Holidays, Vacation and Sick Leave, Retirement, Longevity & Health Insurance.

Title of immediate supervisor: Public Works Director

MAJOR DUTIES:

- Conduct field investigations of reported complaints of municipal code violations
- Inspect properties for sign permits, garage sale signs, high grass, junk, trash, debris and nuisance violations
- Investigates, Inspects and enforces the River Oaks Sign Ordinance as adopted and amended
- Inspect Drainageway easements for high grass, weeds and debris that could cause flooding of properties
- Investigate inoperative vehicles or vehicles parked in violation of the junk vehicle ordinances and in accordance with State laws
- Issue notices to property owners of all violations and make recommendations for corrective action
- Issue citations regarding code violations and testify in court cases regarding code violations
- Maintain Case records, program statistics and related materials
- Enforce all city codes and ordinances relating to code compliance
- Prepare the necessary reports and records accurately and concisely, including but not limited to the preparation and monitoring the annual departmental budget.
- File daily work reports by the end of the workday with the permit clerk
- Prepare and submit monthly report of activities for Council Review
- Follow all departmental procedures for code compliance as adopted and revised by the council
- Coordinates and assists Building Inspector on City Inspections

JOB COMPLEXITY:

- Performs a range of physical activity involved in code enforcement and inspections, including but not limited to lifting objects weighing up to 30 pounds, squatting, crouching, crawling and climbing
- Will be exposed to extreme and inclement weather conditions throughout the year
- May have exposure to dust, odor, hazardous materials and possible toxic hazards
- Maintain a minimum standard for code compliance in the City of River Oaks
- Protects the citizens from all health and safety nuisances
- Plan checking

RESPONSIBILITY:

- Functions under supervision of the Public Works Director
- Follow up on all complaints regarding code compliance
- To protect the residents of the City from junk, trash, debris and public nuisances
- To enforce all zoning requirements involving code compliance
- To enforce all City codes

IMPACT OF WORK

- The nature of duties performed is essential to maintaining the health, safety and general welfare of the general public

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- The nature of duties performed is essential to removing unsightly junk cars, trash, high grass and weeds, and help maintain a clean and safe community
- Subject to a flexible work schedule that may include weekend work

COMMUNICATIONS/PUBLIC CONTACT

- Extensive personal contact with residents
- Must have good public relations abilities
- Contact with other Public Works employees, and City staff members
- Contact with judges, lawyers and other officials

SUPERVISION

- Answers to the Public Works Director

WORK HAZARDS

- Employee must work outdoors and among traffic
- Employee must be around substandard housing and investigate dangerous conditions when necessary
- May come into contact with all types of chemicals, both hazardous and non-hazardous
- Employee may come into contact with close quarters such as under houses
- Employee will have to climb up into attics, crawl spaces, tight spaces and on to roofs
- Heavy lifting involved frequently
- Extreme caution must be taken in avoiding injuries from falling and tripping
- Heavy lifting involved infrequently
- Extreme caution must be taken in avoiding injuries including, but not limited to cuts, bruises, and abrasions.
- Contact with communicable diseases associated with working in and around substandard housing and insanitary conditions
- Employee must work around heavy equipment and in traffic conditions frequently
- Work around certain chemicals such as degreasers, oils, lubricants and other such chemicals.
Always follow the M.S.D.S. sheets when working with any chemical
- **Use protective safety equipment issued including, but not limited to hard hats, eye glasses, shields, air respiratory protection, gloves and ear plugs.**

KNOWLEDGE/SKILLS/ABILITIES

- Ability to follow safety rules and regulations
- Ability to perform physical tasks and handle moderate lifting
- Must have a good driving record
- Computer literate
- Ability to understand and follow oral instructions
- Ability to read and understand M.S.D.S. sheets
- Must have knowledge of all codes and ordinances to be enforced
- Must obtain all necessary and required certifications for code compliance
- Ability to train in schools associated with the code compliance
- Ability to file and maintain all reports incidental to Code compliance
- Must report to all Boards and Committees of the City when requested to do so
- Subject to 24-hour call

CONDITION OF EMPLOYMENT

- Must have a valid Class "C" Drivers License issued by the Dept. of Public Safety
- Good driving record
- High School Diploma or GED/High School Equivalency

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(Employee Initials)

- Must pass physical
- Be in good physical condition
- Must pass Drug Screening
- Subject to extensive security clearance and background checks
- Two years experience with code enforcement or be registered for the Code Enforcement Officer in training if not already certified
- Code Enforcement Certification preferred
- Good public relations

APPLICANT VERIFICATION:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation**.

Signature of Applicant or Employee

Date: _____

APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

Signature of Applicant or Employee

Date: _____

INTERVIEWER OR SUPERVISOR AFFIDAVIT:

If applicable, reasonable accommodations can be provided for as stated above: Yes No
Provide reason reasonable accommodation cannot be provided:

Signature) (Printed Name)

Date: _____

APPROVED BY:

Department Head Printed Signature

Date: _____

I HAVE READ THIS PAGE _____
(Employee Initials)