



## Title: Assistant Code Enforcement Officer

FLSA Status: Non-Exempt

SAFETY STATUS: Non Safety Sensitive Position

### BRIEF DESCRIPTION:

The purpose of this position is to enforce code and zoning ordinances, sign regulations, home occupations, building codes, abatement of substandard structures, nuisance violations, abandoned and junked vehicles, health ordinances and basic statutes related to code and building enforcement. Provides administrative support to Code Compliance Supervisor, Code Compliance Specialist, Building Inspector, Fire Marshall, Flood Plain Administrator, other City Departments, and the general public.

### REPORTS TO:

This position reports to the Code Compliance Supervisor

### SUPERVISES:

None

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Performs duties related to Code Enforcement and Building Inspections by inspecting properties and facilities within City limits to determine code/building violations; issues warnings or citations for code violations; maintains familiarity with relevant ordinances, codes and state and federal statutes; assists clients with concerns or questions of potential code violations and conducts site inspections; prepares citations for municipal court process and testifies on the City's behalf as required; conducts sweeps of junk/inoperable vehicles, high grass/weeds, garbage accumulation, etc. and issuing warnings and citations as applicable. Performs other assigned duties as required by Code Compliance Supervisor.	35%



2	L	Performs duties related to building permits by interpreting legal requirements and recommends compliance procedures to contractors and property owners. Issues residential and commercial building permits; assists clients with completion of permits; ensures setback requirements are met for zoned districts; conducts site visits and meets with customers regarding permit concerns; must be familiar with the operation of computer system for issuance of city permits; maintains code inspection reports completed by building inspector.	35%
3	L	Provides clerical support by answering telephone; copies and faxes documents; maintains monthly reports and files correspondence; issues work orders for complaint-based inspections, building inspections and inspections initiated by the Fire Marshall; maintains correspondence with other departments when calls are received.	20%
4	L	Assists the Fire Marshall by typing burn permits and scheduling inspections.	5%
5	L	Assists the Flood Plain Administrator by maintaining files on all construction, both commercial and residential within the flood plain. Advises property owner on how to obtain elevation certificate for flood insurance purposes.	5%

### JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including three years.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives General Direction: Within this job, the employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or



	policy to apply to duties. Performance is reviewed periodically. Typically would see an experienced technician working in relatively complex and diverse areas or seasoned professional applying widely accepted principles at this level.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Monitors Department receipts and invoices for correct coding and payment. Conducts monthly review of Department's budget.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, 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.
Certification & Other Requirements	Code Enforcement Officer Certification or able to obtain within One (1) year of employment; Texas Driver's License

## OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.



### PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work site, observing work duties
Sitting	F	desk work, meetings, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies, equipment
Carrying	F	files, supplies
Pushing/Pulling	O	file drawers
Reaching	F	desk work, for supplies
Handling	C	paperwork
Fine Dexterity	C	computer keyboard, calculator, telephone pad, calibrating equipment
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	F	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	F	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	C	from computer to telephone, getting inside vehicle
Climbing	R	
Balancing	N	
Vision	C	driving, observing work duties, reading, computer screen
Hearing	C	communicating with co-workers and on telephone, communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving
Other (specified if applicable)		

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, Fax Machine, Copier, Vehicle, Computer, Printer, Scanner, Calculator, T-pole Driver, Hammers, Screwdrivers, Staple Gun.



### ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	O
Other (see 1 below)	O

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	W
Physical Hazards	M

(1) Verbal Abuse

### PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, steel-toe boots, leather gloves

### NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	R

(2) Office Environment, Vehicle and outdoors

### PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



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**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.