JOB POSTING

Job Title: Code Enforcement Officer
Department: Code Enforcement
Job No: 20-01-510-01
Salary: $14.42 Hourly

Job Type: Full-time FLSA: Non-Exempt

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

GENERAL SUMMARY

Under general supervision, performs a variety of code compliance inspections on public and private property. Receives and investigates complaints regarding potential code violations within the Town of Horizon City. Issues violation notices, documents, and follows up on violations. Files complaints with the Municipal Court for violators that fail to remedy violation after notice. Coordinates code enforcement activity with other Departments.

SUPERVISION

General supervision is provided by the Building Official and direct management by the Planning Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrols the City and leaves notices/citations and notes addresses for code violations. Keeps records of all notices and code violations.
2. Receives citizen and department reports of code violations.
3. Follows up on all notices of code violation. Documents by picture and in writing properties failing to comply with notice.
4. Files complaints with the Horizon Municipal Court for unabated violations and is available to the Horizon Municipal Court and City's Attorney for prosecution of such code violations.
5. Create, update, and maintain educational flyers on code violations in ongoing effort to educate residents.
6. Coordinate Code Compliance for all City Departments.
7. Responsible for follow up on code violations regardless of the reporting department.
8. Issue red tag or stop work orders on building sites in violation of the City's Zoning Ordinance.
9. Request search warrant from court for probable cause code compliance violations that could be dangerous, unsafe, or hazardous.
10. Reports incidents that pose an immediate danger to public health, safety, and/or welfare to immediate supervisor.
11. Conducts clerical/data entry work as assigned.
12. Must have strong Microsoft Office skills.
13. Must develop knowledge of City codes and ordinances, and recommend changes to ordinances that may be ineffective.
14. Must have good record keeping and organization skills.
15. Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION
High School Diploma or GED.
Spanish bilingual preferred.

EXPERIENCE

Two (2) years general office clerical experience. At least one (1) year of previous code compliance experience preferred. Any equivalent combination of experience and education, which provides the knowledge, skills, and abilities to perform this work.

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LICENSES AND CERTIFICATES

Registered Code Enforcement Officer Certification preferred or ability to obtain such certification within one year of employment.

- A valid Texas Class "C" Driver's License or equivalent from another state.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.
- Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement.
- Ability to write reports, citations & correspondence.
- Must have the ability to work without requiring supervision.
- Must have above average communication skills, oral and written.
- Must have the ability to establish and maintain an effective working relationship with the public and all City Departments.

Other Job Characteristics:

- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during on-site investigations.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Safe operation of a vehicle through City Traffic.
- Lift and carry items weighing up to 25 pounds.

To apply please submit a Resume along with the Town of Horizon City Employment Application:

In person: Monday-Friday, 8:00 a.m. to 5:00 p.m.
14999 Darrington Rd / Horizon City, Texas 79928
Email: jobs@horizoncity.org
OPEN: **THURSDAY, 01/16/2020**
CLOSE: **OPEN UNTIL FILLED**
Contact: Elizabeth Acosta
Human Resources Coordinator
(915) 852-1046, ext. 107