



HORIZON CITY

Incorporated 1988

****JOB POSTING****

Job Title: Code Enforcement Field Supervisor
Job No.: 23-03-510-04
Department: Code Enforcement
Classification: Non-Exempt
Job Type: Full-time
Starting Pay: \$42,600.00-annually/\$20.48-hourly
Posting Dates: Until Filled

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, the purpose of the position is to support, supervisor, assign, review and participate in the work of code compliance staff responsible for performing code inspections; enforcing city codes and ordinance and performing a variety of technical tasks relative to assigned areas of responsibility. Employees in this classification perform supervisor and related code compliance field work. This position requires strong leadership, customer service, teamwork, and problem solving/innovation skills and abilities.

SUPERVISION

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

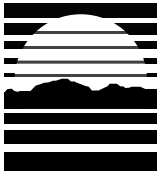
ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to)

Code Enforcement

1. Oversee the daily operations of code enforcement functions within the Town of Horizon City.
2. Conducts inspections in an assigned geographical area or specialization to determine compliance with applicable codes, regulations, and ordinances.
3. Monitor the quantity of assigned cases to field inspectors by assigned areas.
4. Provide quality case review and auditing functions.
5. Oversee the daily operation of complex enforcement issues involving zoning, land use, occupancy certificates and condemnations issues and conduct follow-up inspections, as necessary.
6. Investigates complaints and violations of federal, state, and local codes, ordinances, and regulations.
7. Correct deficiencies and assist in determining methods to achieve conformance.
8. Issue notices of violation and/or citations and conduct follow up inspections to ensure corrections are made.
9. Investigate complaints to determine the existence of illegal or hazardous conditions in existing residential structures and inform property owners of violations.
10. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.

Vector Control

11. Oversee the daily operations facilities and vector control activities to ensure business licensing requirements and facility standards are adhered to.
12. Coordinate vector responsibilities such as application or spraying of pesticide chemicals to public grounds, facilities, and standing water to control mosquitoes, ticks, fleas, roaches, and other rodents.



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13. Monitor and conduct sampling and inspections to identify standing water sites and other areas conducive to breeding.

Supervise

14. Monitor assigned staff for compliance with licensing and certification requirements.
15. Supervise assigned staff involving schedule, assign, instruct, guide and check work.
16. Appraise employee performance.
17. Provide training and development.
18. Enforce personnel rules and regulations and work behavior standards firmly and impartially.
19. Counsel, motivate and maintain harmony.
20. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.
21. Keep abreast of changes in codes, regulations and departmental policies and act as a liaison in providing information to assigned staff.

Administrative

22. Respond to customer inquiries and maintain records and files.
23. Develop and interpret reporting tools from applicable computer systems for operational efficiency.
24. Prepare reports and records necessary for presentation in court and testify before appropriate city council and courts.
25. Assist with preparing revisions to existing ordinance and codes and recommend additional ordinances or revisions related to issues not currently addressed under city codes and ordinances.
26. Assist with research to establish goals and priorities for departmental programs.
27. Research, recommend, develop, and implement work procedures.
28. Manage and coordinate section workload and scheduling.
29. Assist in training department personnel on technical aspects of inspection, and code interpretation and enforcement.
30. Assist with evaluation of program operations for effectiveness and efficiency to include workforce utilization.
31. Assist in responding to Open Record Requests and serve as liaison with other entities.
32. Act as a resource to management, supervisors and inspectors to provide uniform conformance to the codes, standards and regulations.

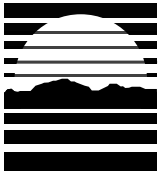
MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

- A High School diploma or GED and four (4) years of senior level inspector experience in a code enforcement program including two (2) years in a supervisory capacity. An equivalent combination of education, training and experience in related field may substitute for experience.
- Bilingual – proficiency in the English/Spanish language required.

LICENSES AND CERTIFICATES

- Registered Code Enforcement Officer Certification **required** at the time of appointment.
- Noncommercial Political Pesticide Applicator license is **preferred**.
- A valid Texas Class “C” Driver’s License or equivalent from another state.



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KNOWLEDGE, SKILLS, AND ABILITIES

- Requires knowledge of the principles, practices and methods of investigation and enforcement of federal, state and City codes and ordinance.
- Requires knowledge of relevant federal, state, and local regulations and professional standards related to sampling of water and waste products that could impact the health and safety of residents.
- Requires knowledge of administrative and supervisory practices and procedures.

- Ability to comprehend the laws, rules, regulations, and ordinances specific to a variety of health, safety, environmental or nuisance prevention codes and regulations.
- Requires knowledge of public speaking and public relations methods.
- Requires good knowledge of personal and/or network computers, office, word processing and database software applications.
- Ability to interpret oral, written, mathematical, legal, statistical, and regulatory information.
- Ability to communicate effectively orally, clearly, and concisely.
- Ability to use random sampling equipment and measurement instruments, and computerized field data collection devices.
- Requires the ability to establish and maintain effective working relationships with coworkers, city officials, judges, law enforcement officers, contractors, regulatory agencies, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.

Other Job Characteristics:

- May require 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
- Ability to lift and carry 25 lbs.
- Tasks may risk exposure to extreme weather conditions.

To apply please submit a Resume along with the Horizon City Application for Employment found in the following website <http://www.horizoncity.org/human-resources> and email to: jobs@horizoncity.org; or for additional information visit the website at <http://www.horizoncity.org/human-resources>.