

City of Fort Worth, Texas Job Description

Classification Title	Code Compliance Officer		
Job Code:	PS5030	Job Family:	Public Safety
Pay Grade	508	Date Created:	06/14/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs complaint investigations and enforces the municipal building code including the minimum housing standards, environmental health and zoning ordinances. Performs a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Inspects single family homes, apartment buildings, businesses, vacant lots and other properties; ensure 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.
2. Responds to alleged violations; interviews complainant and witnesses, takes photographs of violations, document activities and update records, primarily on existing computer-tracking program.
3. Meets with citizens who are in violation of city codes; explains actions required to comply with ordinances.
4. Provides and maintains a positive customer service relationship at all times.
5. Performs research to determine the approved conditional uses of property; researches ownership and take action to enforce city codes.
6. Interfaces and coordinates activities with other city departments, government agencies and the private sector.
7. Maintains records and reports of inspections and surveillance activities; prepares reports as required.
8. Responds to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
9. Assists in preparing case reports for court or administrative proceedings; testifies in court and at administrative proceedings as necessary.
10. Participates in joint enforcement efforts with the Police Department and other state or federal agencies on special projects designed to better maintain corridors or thoroughfares.

11. Performs related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

• Knowledge of:

- Operational characteristics, services, and activities of a code enforcement program.
- Principles, practices, methods and techniques of building inspection and code enforcement.
- Methods and techniques of investigating property ownership and conflict resolution.
- General construction methods.
- Basic record keeping and file maintenance systems.
- Basic mathematical principles.
- Principles of business letter writing and basic report preparation.
- Office equipment including computers, and supporting word processing and spreadsheet applications.
- Pertinent Federal, state and local laws, codes and regulations.

Skill in:

- Making sound decisions and using good judgment.
- Demonstrating intellectual capabilities.
- Evaluating the effectiveness of programs and personnel.
- Communicating clearly.

Ability to:

- Read, interpret and enforce applicable city, state and federal codes, ordinances and regulations related housing, zoning and environmental health issues.
- Research property records and related documents to establish property ownership.
- Perform mathematical computations.
- Prepare clear and concise letters and reports.
- Interpret and communicate city codes and ordinances to the general public.
- Prepare simple sketches.
- Collect and compile data from different sources. Operate office equipment, including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships

QUALIFICATIONS

MINIMUM:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

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.

OTHER REQUIREMENTS

Valid Texas driver's license.

Possession of, or ability to obtain, a State of Texas Code Enforcement Officer Certificate within twelve months of the date of hire.

Registration as, or ability to meet requirements for registration as, a Code Enforcement Officer or a Code Enforcement Officer in Training in the State of Texas.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.