

City of Fort Worth, Texas Job Description

Classification Title	Senior Code Compliance Officer		
Job Code:	PS5160	Job Family:	Public Safety
Pay Grade	509	Date Reviewed:	07/20/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Leads, assigns, reviews and participates in the more complex field staff assignments within the Code Compliance Department. Acts as team leader within a field staff unit and/or perform specialized duties of a more complex nature within the department. Provides a leadership role in the investigation of complaints and enforcement of municipal codes and zoning ordinances. Assignments can be within one of three program areas (Property Compliance, Building Compliance, or Animal Care and Control); however, lead assignments may include cross-departmental responsibilities.

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.

Essential Functions for all positions:

1. Serves as team leader within field staff units responsible for enforcing municipal codes and zoning ordinances.
2. Leads, plans and participates in the work of Code Compliance Department staff assigned to investigate complaints, performs inspections and facilitate abatement of ordinance violations.
3. Reviews the work of field staff for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
4. Interacts frequently with customers and other stakeholders to facilitate resolution to complaints and violations.
5. Performs more complex inspection and investigation duties as assigned.
6. Prepares activity or summary reports specific to team productivity, complex cases or other special assignments.
7. Provides leadership to cross-departmental teams assigned to weekend, evening or other special assignments.
8. Ensures field staff adherence to safe work practices and procedures.
9. Participates in quality assurance and other initiatives aimed at ensuring consistent and appropriate enforcement actions.

When assigned to Property Compliance:

1. Attends civic and neighborhood association meetings to make public presentations, discuss issues and concerns, provides information and answers questions.
2. Performs research to determine the approved conditional uses of property; research ownership and take actions to enforce codes.
3. Maintains records and reports of inspections and surveillance activities; and prepares reports as required.

When assigned to Animal Control:

1. Enforces state and local laws by responding to more complex citizen complaints, investigating the complaint, educating the animal owner and issuing a warnings or citations.
2. Provides leadership and training to new and existing field and shelter staff to ensure use of proper procedures, methods and techniques.
3. Assists local Animal Control Officers, Code Compliance Supervisors and Officers, Police Officers and Detectives with directives when dealing with complex cases involving animal cruelty investigations, rabies investigations, bite prevention and dangerous dog investigations.
4. Appears in court and provide testimony for citations or warrants written.
5. Works as lead during the euthanasia process to ensure that all policies, procedures and methods are correctly followed according to shelter procedures, local and state laws.
6. Maintains daily, weekly, monthly and annual records of field and shelter staff prepared for field and shelter supervisors.
7. Interacts with citizens to help resolve complex complaints and answer questions professionally.

When assigned to Building Inspections:

1. Plans, coordinates and implements inspection duties for team members in assigned areas. Plans and performs inspections in coordination with other officers for commercial/private property inspections.
2. Reviews and inspects cases and properties in violation of the nuisance ordinance. Researches property ownership and issues final nuisance abatement notices.
3. Educates and works with residents and/or property owner's effort to gain compliance. Prepares and presents cases before the Building Standards Commission in order to obtain civil penalty fines and nuisance abatement orders; enforce nuisance abatement orders by way of administrative search warrant through community service crews or city contractors; prepares and initiates the lien process on properties.
4. Prepares cases for demolition, inspects vacant and open properties for securing actions (preparing work orders, cost estimates, assigning work to contractors,

inspect contractor work, receiving and begin process for payment of invoices), and prepares and executes search warrants.

5. Performs other related duties as required.
6. 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:**

- State and local laws specific to animal cruelty investigations, rabies investigations, public education, dangerous dog investigations, multiple pet and intact pet permits and wildlife management.
- Field and shelter operating procedures.
- Euthanasia methods and procedures in a shelter environment.
- Substandard buildings regulations, state and federal laws associated with asbestos containing buildings, contractor bid process, laws pertaining to search warrants.
- City and state nuisance ordinances and laws.
- Legal due process in reference to property ownership.
- Request and enforcement of administrative search warrants and court orders.
- Planning, preparing and scheduling of work orders for community service crews and city contractors.
- Proper care and handling of animals.
- Department computer software and systems.
- Courtroom procedures.

- **Skill in:**

- Planning and prioritizing.
- Observation and decision-making.
- Organization and time management.
- Basic code compliance.
- Organization and time management.
- Conducting inspections.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Plan, track, monitor and assist team members in their inspections.
- Perform inspections.
- Work independently.
- Work under stressful conditions.
- Maintain a professional appearance.

MINIMUM JOB REQUIREMENTS

HS diploma/GED supplemented by specialized training in code enforcement, building codes, zoning regulations or a related field and three years of increasingly responsible

experience enforcing municipal ordinances and codes, animal care and control, animal welfare, or related experience depending on assignment.

OTHER REQUIREMENTS

Valid Texas Driver's License.

When Assigned to Animal Care and Control

Possession of, or ability to obtain, an Animal Control Officer Basic Certification through the Texas Department of State Health Services.

When assigned to Property Compliance

Possession of, or ability to obtain, a State of Texas Code Enforcement Officer Certificate within 3 months of the date of hire.

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; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

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.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.