

FLSA: NON EXEMPT  
PAY RANGE: 23  
PAY CODE: HOURLY  
WC/CODE: 8810

**CITY OF WHARTON  
CODE ENFORCEMENT OFFICER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To investigate and resolve potential violations of municipal and state laws, ordinances, code and regulations; to perform a variety of highly responsible, confidential and complex secretarial and administrative duties for the Code Enforcement; to act as a liaison between Code Enforcement, and other city departments; and to provide code enforcement related support.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Building Official.

Exercises no supervision.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential duties and responsibilities:**

. Investigate complaints of violations of local and state laws, ordinances or codes involving non-building issues.

Respond to and handle complaints concerning weeds, debris, rodent and similar nuisances.

Maintain records of such inspections.

Investigating zoning violations.

Provide information to violators and the general public regarding applicable codes, laws and ordinances.

Issue notices of violations.

## **CITY OF WHARTON**

### *Code Enforcement Officer (Continued)*

Conduct follow-up investigations to ensure compliance with appropriate codes and ordinances.

Perform administrative and clerical work for code enforcement department.

- . Organize and maintain a records management program for the code enforcement files.
- . Participate and assist in the administration of the Building Official's activities; prepare comprehensive administrative reports, and manuals related to the Code Enforcement Department.
- . Answer questions and provide information to city staff and the public regarding code enforcement procedures and policies; refer inquiries as appropriate.
- . Prepare a variety of written reports, memos, and correspondence; document and maintain records of code enforcement activities; compile findings, photographs, and other evidence of non-compliance and prepare case for potential legal actions.

Recording of complaints, site inspection, prepare related code violation correspondence, research property owners, and contact contractors for correction of code violations.

- . Screen office and telephone callers; maintain schedules of office activities, meetings and various events; coordinate activities with other city departments, the public and outside agencies.
- . Independently compose, compile and prepare correspondence, reports and related documents as assigned.
- . Type and proofread a wide variety of complex reports, letters, ordinances, contracts, financial data, memoranda and statistical charts.
- . Attend Building Standards Commission meetings and prepare minutes.

Order and maintain office supplies for the Code Enforcement Department .

Testify in court as required.

- . Assist in a variety of office operations; perform special projects and assignments as requested.

Perform related duties and responsibilities as required.

## **CITY OF WHARTON**

### *Code Enforcement Officer (Continued)*

#### **Other important duties and responsibilities:**

- . Provide back up relief for the Building Department when necessary.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Modern office procedures, methods and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and procedures of filing and record keeping.

Basic policies related to municipal codes and regulations.

English usage, spelling, grammar and punctuation.

Pertinent federal, state, and local laws, codes and regulations.

Principles and practices of general bookkeeping.

Basic mathematical principles.

City and state codes, ordinances, laws and regulations pertaining to health and safety.

Safe and efficient work practices as such related to code enforcement activities.

Principles, practices, methods and techniques of code enforcement, including some familiarity with criminal law and enforcement.

City services and municipal organizational structure as they relate to code enforcement.

##### **Ability to:**

Principals and procedures of record keeping.

Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency.

## **CITY OF WHARTON**

### *Code Enforcement Officer (Continued)*

Inspect and identify violations of applicable codes and ordinances.

Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.

Prepare clear and concise reports.

Independently perform difficult administrative support services.

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.

Independently prepare correspondence and memoranda.

Work independently in absence of supervision.

Operate and use modern office equipment including a computer.

Plan, organize and schedule office priorities.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extended periods of time*
- *operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment including computers*
- *communicating with others.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgement*
- *handling sensitive and potentially hostile inquiries.*

## **CITY OF WHARTON**

### *Code Enforcement Officer (Continued)*

#### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

##### **Experience:**

Two years of responsible administrative and secretarial experience preferably within a municipality.

##### **Training:**

Equivalent to a high school diploma supplemented by specialized secretarial training.

##### **License or Certificate:**

Possession of, or ability to obtain Texas Code Enforcement Officer License.

Possession of, or ability to obtain a valid driver's license issued by the State of Texas.

#### **WORKING CONDITIONS**

##### **Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions; utilizing computers; subject to high levels of public contact.

##### **Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time; general manual dexterity; speak clearly to explain code related information.

Order and maintain office supplies for the Code Enforcement Department .