



City of Irving Job Description

Code Enforcement Officer

FLSA Status:	Non-Exempt	Job Department:	Code Enforcement
Job Code:	N762	Reports To (Job Title):	Lead Code Officer or Code Enforcement Supervisor

PURPOSE

Support the City Strategic Plan by safeguarding public health and safety; and protecting the integrity of neighborhoods through proactive and reactive inspections and enforcement of zoning; building; property maintenance and other locally adopted codes and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Research City codes, zoning ordinances and property ownership records.
- Investigate citizen complaints on residential and commercial properties for code and zoning violations and records results of findings.
- Document and maintain written records and photo documentation of all enforcement activities to track compliance and meet legal and departmental time lines.
- Visually inspect properties, fences; signs, dumpsters/enclosures, newspaper racks, and primary and accessory structures; for compliance with all minimum building and property standards; zoning and adopted codes.
- Contact property owners to schedule appointments to assist with code interpretation and negotiate solutions for compliance.
- Issue notice of violation, citations, administrative and seizure warrants to property owners and conduct follow up inspections where required for compliance or further enforcement action.
- File court cases and give expert testimony in court regarding City codes and how and why violations exist.
- Respond to questions and complaints and provide information to the public and City Staff regarding code and related issues.
- Remove illegal temporary signs.
- Return phone calls and emails.
- Process mowing, securing, cleaning, draining abatement paperwork.
- Work with City Attorney on cases for Elevated Legal Process.
- Respond to requests as directed by or communicate areas of concern to supervisory and management staff.

OTHER DUTIES AND RESPONSIBILITIES

- Attend community outreach events (neighborhood association meetings, school career fairs, etc).
- Participation on special projects as needed

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- A high school diploma or equivalent to the completion of 12th grade.

EXPERIENCE

- Two (2) years of experience in code enforcement, customer service, property management, or a closely related field are required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license.
- Valid Texas Department of Licensing and Regulation Code Enforcement Officer's License within first 12 months of employment.

KNOWLEDGE OF

- Municipal Property Code Enforcement: Laws, codes, standards, zoning and procedures for bringing and keeping properties into compliance with City applicable property codes.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios and proportions.
- Office Software and Systems: Current word processing, presentation, spreadsheet, and database programs used by the City.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Accuracy: Attention to detail in dealing with numbers, words and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.

- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.
- **Written Expression & Interactive Presentation:** Presenting and otherwise communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- **Composure under Duress:** Remaining composed and making sound decisions during stressful or sensitive circumstances.
- **Reading Comprehension:** Reading and interpreting documents.
- **Direction and Instructional Comprehension:** Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS

Meets with residents, citizens, and commercial & residential property owners when conducting inspections and assessments, taking complaints and educating. Also, interaction with the City Building Official is required if substandard conditions exist at properties and decision is to be made on proceedings for compliance; with the City Attorney if property is involved in a lawsuit or litigation due to substandard conditions; with Information Technology Specialist(s) for support, maintenance, troubleshooting and installing database systems (as they provide end users with training); with Police if hostile environment exists at property; and with Fire if structure is damaged or affected by fire.

EQUIPMENT AND PROPERTY

This position may utilize a city vehicle, computer, camera, cell phone, safety equipment, and field equipment (hammer, staple gun, measuring tape and yard stick).

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.*

The employee constantly is required to grasp, handle, feel, listen, and/or see. Frequently, s/he is required to balance, carry, kneel, drive a vehicle, lift up to 10 pounds, pull, push, reach, sit, stand, stoop, talk, and/or walk. Occasionally, s/he must climb, lift up to 25 pounds, run, and/or smell. Rarely, s/he is required to crawl and/or lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to extreme vibration, blood-borne pathogens, confining work space, a dirty environment, extreme temperatures or weather conditions, air contamination, high and precarious work places, improper illumination, noise, toxic or caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.