



## City of Irving Job Description

### Lead Code Officer

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Code Enforcement
<b>Job Code:</b>	N492	<b>Reports To (Job Title):</b>	Code Enforcement Supervisor or Manager

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#### PURPOSE

To support and enhance the living environment for the citizens of Irving through public education, community service, and code enforcement

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Serve as Lead Investigator on elevated/complicated cases that may involve legal assistance and litigation.
- Handle investigations of non-routine cases such as illegal land use, zoning issues, and building of illegal/non-permitted additions.
- Assist staff with ordinance interpretation and establishing strategies and solutions to assist customers with achieving compliance.
- Assist in organizing work for, training, monitoring and evaluating staff members, including acting as unit supervisor in his/her absence.
- Work with absentee owners and preservation companies to achieve compliance on their properties.
- Research City codes, zoning ordinances and property ownership records.
- Investigate citizen complaints on residential and commercial properties for code and zoning violations and record results of findings.
- Provide in-depth research, documentation, and maintenance of records of all elevated and non-routine enforcement activities to track compliance and meet legal and departmental timelines.
- Visually inspect property, signs, dumpsters, newspaper racks, minimum housing issues or fences for code violations.
- Contact property owner 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.
- File court cases and give expert testimony in court regarding City codes and how and why violations exist; also, serve as witness for nuisance abatement lawsuits providing expert testimony.
- 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.
- Serve as primary individual to work with City Attorney on cases for Elevated Legal Process.
- Respond to requests as directed by supervisory and management staff.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Serve as primary liaison in collaboration with other departments.
- Provide assistance and guidance to others as Senior Inspector.
- Provide Code Enforcement presentations at community outreach events, such as neighborhood association meetings, school career fairs, etc.
- Participate and take the lead on special projects as needed

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-5 employees.

Organizational Supervision (*As Assigned*) - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which *may* include 1-5 employees.

## **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**

- Five (5) years of experience in code enforcement is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.
- Valid Texas Department of Health Code Enforcement Officer's License.
- Intermediate Code Enforcement Certification (within one year)
- ICC Zoning Certification (within one year)

## **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.
- Basic and Applied Math: Adding, subtracting, multiplying, or dividing quickly, as well as applying concepts such as fractions, percentages, ratios, and proportions.
- Office Software: Microsoft Office (including PowerPoint and Excel), and database programs used by the City.

## **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Accuracy: Paying attention to detail in dealing with numbers, words and ideas.
- 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.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, which includes completing reports according to pre-set formats.
- Composure under Duress: Remaining composed and make sound decisions during stressful or sensitive circumstances.
- Reading & Instructional Comprehension: Reading and interpreting documents.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

## **CONTACTS**

Internally, this position is required to interact with: the City Building Official, if substandard conditions exist at properties and decision is to be made on proceedings for compliance; City Attorneys, if property is in lawsuit or litigation due to substandard conditions; Information Technology Specialists, for support, maintenance, troubleshooting and installing database systems and providing end users with training; Police, if hostile environment is encountered at property; and Fire, if structure is damaged or affected by fire.

Externally, it engages with residents, citizens, and owners of commercial and residential properties when conducting inspections and assessments of the properties, taking complaints and educating.

## **EQUIPMENT AND PROPERTY**

This position utilizes 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. S/he frequently 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, the employee 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 vibrations, 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.