



City of Irving Job Description

Code Enforcement Program Coordinator

FLSA Status:	Non-Exempt	Job Department:	Code Enforcement
Job Code:	N302	Reports To (Job Title):	Code Enforcement Director

PURPOSE

Coordinate Building & Standards Program in support of the city's Strategic Plan to keep city safe and secure by inspecting for minimum building standards; proper documentation; reviewing repair scopes and schedules; preparing and presenting cases and expert testimony for the Building and Standards Commission presentations; during public hearings. Also, this position has oversight of Boarding Home and Vacant Building Registration Programs, coordination of Temporary Sign Retrieval Program, and assists with educational outreach for code enforcement department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Coordinate and oversee Vacant Building and Boarding Home Registration Programs; all Building & Standards Commission cases, which includes providing expert testimony during court proceedings regarding dangerous and substandard structures.
- Recommend and assist in the development of the Building & Standards; Vacant Building and Boarding Home operations actions, tasks and key performance indicators of the City of Irving's Strategic Plan.
- Coordinate administrative functions of the Vacant Building; Boarding Home; and Building and Standards Commission including; registrations; creating reports, charts, legal notices, packets, Commission orders and presentations; communicating with property owners in person and through regular and certified mail, email, and telephone. Manage the purchase order process for asbestos and demolition and the print media (for public notices).
- Develop procedures; coordinate projects with Code Enforcement and other department staffs.
- Respond to and dispatches after hours emergency calls generated by police and fire.
- Conduct field inspections; respond to citizen complaints; resolve problems and complaints.
- Negotiate voluntary compliance by guiding property owners and managers to a successful resolution of property standards compliance prior to the necessity of a Commission case - in some cases by locating community resources and linking them to homeowners who lack the wherewithal to repair their property.
- Coordinate all contracts for the Building and Standards, Vacant Building, and Boarding Home related processes.

OTHER DUTIES AND RESPONSIBILITIES

- Manage asbestos abatement and demolitions projects on a city wide basis.
- Develop specifications and consult with other departments on contracts.
- Oversee and manage some city-owned properties.
- Provide oversight of Temporary Sign Retrieval Program and Part Time Employee

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - 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 will include approximately 1.5 FTE employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position administers and monitors \$150,000 for the Building and Standards budget.

QUALIFICATIONS:

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

EDUCATION

- Equivalent to an Associate's Degree in a relevant field of study; *or*
- An equivalent qualification, *such as* completion of the 12th grade, *and* two (2) years of additional experience.

EXPERIENCE

- Three (3) years of related experience is required.
- One (1) year of complex process management experience *preferred*.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid, state-issued driver's license, or ability to obtain upon hire, may be required.
- International Code Council Certification.
- Texas Department of Health Code Enforcement Officer's License.

KNOWLEDGE OF

- Building Plans: Techniques and principles involved in the production and use of precision technical plans, blueprints, drawings, and models. Includes electrical, mechanical, plumbing codes and procedures.
- Housing Inspections: Housing code/ordinances and construction practices and methods.
- Municipal Property Code Enforcement: In depth comprehension of local, state and federal laws, standards, and procedures for bringing and keeping properties into compliance with City applicable property codes.
- Field Inspections: Techniques and principles involved to perform field inspections to assure compliance with said codes and laws.
- Creative Problem Solving: Within the parameters of code and ordinance requirements, methods for seeking alternative solutions, as well as, instruct and explain to customers how to achieve their desired end result.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words and ideas.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Tracking and Reviewing Building and Standards Cases/Inspections: Running / writing reports, comparing monthly key performance indicators to ensure the Building & Standards division is keeping up with the strategic plan for the city.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people and provide customer and personal services including a desire to help customers regardless of their circumstance.
- Troubleshooting Communication: Communicating information and ideas in writing, as well as through speech, so others will understand in order to rectify the issues.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.

GUIDANCE RECEIVED

Direction and Varied Methods

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

CONTACTS

Boards and Commissions, Consultants, Contractors, Dallas County Appraisal District, Engineers, Las Colinas Association, Valley Ranch Association, Other Cities, Property Owners/Tenants, US Post Office, Dallas County Records, Dallas County Appraisal District, Irving Independent School District, Mortgage Companies, Banks, Property Service, Management Companies, Businesses, Attorneys, Title Companies, Utility Companies, Churches, Charitable Organizations; City Attorney's Office.

EQUIPMENT AND PROPERTY

This position may utilize a city vehicle, cell phone, 2-way radio, Computer, Copier, Fax Machine, Scanner, Phone System, Printers, Camera, City-wide and Department specific software applications.

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 is constantly required to listen and see. Frequently, s/he is required to climb, drive a vehicle, kneel, stand, talk, and walk. Occasionally, s/he is required to balance, grasp, and sit. Rarely, s/he is required to carry, lift up to 25 pounds, push or pull, reach, and run. Constantly, the employee is required to smell.

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 is frequently exposed to extreme vibrations, confining work spaces, dirty environment, electrical hazards, violence, high precarious work places, improper illumination, moving mechanical parts, toxic or caustic materials, extreme temperature or weather conditions, and air contamination. The noise level in the work environment usually is Moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others. Frequently, the employee is exposed to noise.

* 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.