JOB OVERVIEW

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<th>Job Title</th>
<th>Code Compliance Officer</th>
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<td>Department</td>
<td>Police</td>
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<td>Location</td>
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<td>Reports To</td>
<td>Police Chief</td>
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<td>FLSA Category</td>
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<td>EEOC Category</td>
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<td>Pay Group</td>
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<td>Pay Range</td>
<td>$42,869 - $62,150</td>
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GENERAL JOB DESCRIPTION

To respond to complaints from citizens about property conditions. Proactively patrols for ordinance violations and issues notices-of-violations to residents and property owners. Issues citations to ordinance violators. Responds to resident’s phone calls, emails and in-person questions.

ESSENTIAL DUTIES AND 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.

Conducts on-site instructions to ensure public and private properties are in compliance with property maintenance codes, building codes, housing codes, zoning codes, sign ordinances and other city, state, and federal codes.

Research property identification for land and vehicle ownership; research tax and court records for ownership record; conducts title searches.

Documents evidence of municipal code violations in narrative, photographic and video form when needed.

Maintains computer records and reports concerning inspections, licenses, permits, and certificates.

Prepares and writes departmental reports and correspondence.

Conducts investigations of potential violations; gathers evidence, questions complainant, witness, and suspect; compare facts to code requirements; make findings; take necessary actions to gain compliance.

Investigates complaints of unsafe, uninhabited, and unsanitary structures and overgrown lots; enforces code when necessary.
Provides customer service to the public a needed.

Submits progress reports to HUD.

Issues work orders to contractors.

Re-inspects after notice of violation.

Files liens and release of liens with county clerk as needed.

**EDUCATION & EXPERIENCE**

High School Diploma or GED

One (1) year of experience in Code Enforcement, or an equivalent combination of education, training, and experience.

**LICENSES & CERTIFICATES**

Possession of a valid driver’s license.

Code Enforcement Officer II

*Failure to obtain appropriate certification will result in non-disciplinary termination.*

**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:**

Operational characteristics, services, and activities of a code enforcement program.

Principles, practices, methods and techniques of building inspection and code enforcement. Methods and techniques of investigating property ownership and conflict resolution.

General construction methods.

Basic record keeping and file maintenance systems.

Basic mathematical principles

Principles of business letter writing and basic report preparation.

Office equipment including computers and supporting word processing and spreadsheet applications. Pertinent federal, state, and local laws, codes, and regulations.

**Skill in:**

Making sound decisions and using good judgement.
Communicating clearly.

**Ability to:**

Read, interpret, and enforce applicable city, state and federal codes, ordinances and regulations related to housing, zoning, and environmental health issues.

Research property records and related documents to establish property ownership.

Perform mathematical computations.

Prepare clear and concise letters and reports.

Interpret and communicate city codes and ordinances to the public.

Collect and compile data from different sources.

Operate office equipment, including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.