

CITY OF CROWLEY

CODE ENFORCEMENT OFFICER

Pay Grade: 114

FLSA: Non-Exempt

Pay Range: \$20.79 hr - \$30.53 hr

JOB SUMMARY

Under direct supervision of the Support Services Manager or Administrative Services Bureau commanding officer is responsible for enforcement of State Laws and City Code regarding Zoning, Public Health and Safety, Environmental Concerns and Signs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions may include any of the following duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

- Enforce laws pertinent to zoning, public health and safety, and sign regulations.
- Patrols in an effort to curb code violations before complaints arise.
- Respond to citizen reports and complaints of various code complaints.
- Provide proactive enforcement of Code violations; investigate complaints of code violations; documents violations on video and/or photos as needed, and issue citations if warranted.
- Abate properties and places liens in accordance with laws.
- Follow up on violations after Court Disposition, to insure compliance.
- Completes monthly reports and assists other City departments as needed.
- Purchase supplies and equipment as needed.
- May be required to work some weekends or evening hours in order to achieve unit goals and objectives.
- May be required to create presentations for the City Council, City officials, businesses and the general public.
- Regular attendance and punctuality are an essential function of this job.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computer programs such as Word, Excel, Power Point, etc...
- Excellent communication skills both oral and in writing.
- Must be able to multi task several projects at once.
- The ability to interpret City Ordinances, Code of Ordinances.
- Ability to maintain accurate records, write accurate citations and prepare reports.
- Ability to search multiple databases and research information.
- Ability to deal courteously with the public and deal with irate and/or unhappy citizens in a professional manner.
- Ability to operate radio equipment.
- Attend training and schools as needed, some may be out of town and require overnight stay.
- Ability to bend and stoop often and lift as much as 50 pounds.
- Must be able to pass a physical examination.

EDUCATION, EXPERIENCE AND CERTIFICATION

- High School Diploma or GED required.
- Must have or be able to obtain Certified Code Enforcement Officer, within six (6) months of date of employment.
- Valid Class C Texas Driver's License or able to obtain within 30 days.
- Acceptable driving history with no more than two (2) moving violations during the preceding two(2) years from the time of application.
- Previous municipal experience preferred.
- Internal candidates must not be on probation or disciplinary probation at the time of application, nor have any formal disciplinary actions on file during the last year preceding application.
- External candidates must also successfully pass a comprehensive background check, physical examination and drug screen.