City of Humble
Employment Opportunity
BD-20211103-CEO

DATE:	**11/03/2021**	**OPEN UNTIL:**	**Filled**
JOB TITLE:	**Code Enforcement Officer**	**FLSA STATUS:**	**Non-Exempt**
JOB CLASS:	**Full Time**	**DEPARTMENT:**	**Permits & Inspection**
REPORTS TO:	**Sr Code Enforcement Officer**	**LOCATION:**	**City Hall-114 W Higgins**
WORK HOURS:	**8A-5P, M-F (some OT required) Hours and days may vary.**	**ESSENTIAL*:**	**Yes**

Position Summary:
Under direct supervision, this position enforces ordinances by notifying of non-conformance or by issuing citations at inspection sites, including but not limited to retail, public and private properties. Performs other duties as assigned.

Duties and Responsibilities:

This position inspects sites for:

- high grass and weeds, unsightly conditions, junk and abandoned vehicles, fences, trees and shrubs and other property maintenance issues;
- responds to complaints of potential code violations relating to temporary signs, nuisances, dumping, or other code-related matters;
- conducts field investigations of potential violations; gathers evidence; takes photos; questions complainants and witnesses; compares facts to code requirements and makes findings, issues warnings, correction notices or citations;
- provides information to persons who request information or assistance in code enforcement related matters;
- maintains a variety of logs and records related to inspection and enforcement activities;
- prepares recommendations for amendments and additions to codes or regulations which relate to the position;
- meets with owners, tenants, contractors, developers, businesses, etc., to explain code requirements and violations or potential violations;
- secures code compliance;
- coordinates with property owners and contractors;
- prepares detailed reports of activities and investigations made;
- consults with prosecutors and prepares case reports for court action;
- testifies in court;
- responsible for regular attendance and arriving to work on time
- Performs other duties as assigned.
- Works with other departments and outside agencies

Knowledge, Skills, and Abilities:

- Skills in typing, word processing, and using windows based software and programs, especially permitting and code enforcement software. Skills in effective oral and written communications. Ability to maintain accurate records to prepare clear and concise reports. Skills in interpretation of codes and ordinances and inspecting substandard and minimum housing as it relates to applicable codes. Knowledge of ordinances, laws, health, and safety. Ability to work effectively with the public and City personnel, especially under stressful conditions. Ability to sit, stand, and walk to visually examine sites to recognize faulty or hazardous conditions.
- Ability to read and understand technical reports, ordinances, maps, plats, and instructions. Ability to generate reports, records, correspondence and regulations. Ability to address and solve code enforcement problems; ability to address multiple priorities; ability to comprehend relationship of code enforcement issues to other related city issues as necessary. Ability to work independently. Ability to communicate effectively with a variety of people and possess strong customer service skills.

- Valid Texas driver's license required. Must have and maintain a good driving record in accordance with the driving standards as established by the City of Humble. Must report all traffic citations to his/her departmental Director or his/her designee pursuant to city policy.

Minimum Requirements:

- High School Diploma or equivalent
- Must be able to pass background investigation, physical/PAT and drug screen
- Two years' experience preferred
- Valid Texas driver's license
- Must be a TDLR Registered Code Enforcement Officer or obtain licensing within 12 months from hire date.
- Spanish language skills preferred
- Experience with code enforcement software is a plus(iworq)
- Other related enforcement positions considered (Health code, parking etc.)

Essential Position:

This is a position that is essential to the provision of emergency services during and/or following a disaster. Employees in this position may be required to remain on duty during a man-made or natural disaster despite a general evacuation order for the area. Such employees are also expected to remain available for their normal shifts and for recall to emergency duty unless specifically released by City Management to evacuate. Employees in this position are specifically advised to plan accordingly for these circumstances and that any failure to adhere to these requirements may result in disciplinary action up to and including termination.

Physical Demands/Working Conditions:

The statements contained in this job description reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

Resumes are not accepted in lieu of an application. **Applications may be downloaded at the City of Humble website at www.cityofhumbletx.gov/job-posting-and-job-applications . Once the application is completed it should emailed to careers@cityofhumble.net.** ***Please be sure to include the Job Number in the Subject line on all emails*****.**

The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted**.**