

POSITION DESCRIPTION

Class Title: Code Enforcement Officer
Department: Code
Date: September 20, 2022

Job Code Number:
Grade Number: AS3

GENERAL PURPOSE

This Code Enforcement Officer position also has the emphasis on the ability to perform plumbing and other trade inspections. This position performs code enforcement work to ensure compliance with the city of Pampa Municipal Codes, Ordinances, and Zoning Regulations. In addition, Trade inspections may be assigned with an emphasis on Plumbing inspections. A Code Enforcement Officer performs investigations, inspections, documents violations and inspections and performs other related duties as assigned.

SUPERVISION RECEIVED:

General supervision is provided by the Building Official. No supervision is exercised by the Code Enforcement Inspector.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Investigates, Inspects, and responds to complaints of violations relating to Zoning, City Code, Sign Regulations, Related Laws, Ordinances, and adopted Codes.

Conducts field investigations, performs inspections and issues correction or approval notices, issues warnings, courtesy notices, stop work orders, and legal notices as appropriate.

Works under the supervision of the Building Official to perform plumbing inspections and other trade related inspections as assigned.

Meets and works closely with homeowners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; and secures code compliance to enhance the quality of the City of Pampa.

Prepares and distributes a variety of letters, memoranda, notices, flyers, brochures, reports and other correspondence relating to code enforcement issues and actions.

Maintains files, records, and documents of complaints, violations, citations, and inspections, issues a variety of notices and reports, maintains logs, files, and records related to inspection and enforcement activities.

Coordinates efforts with other City Departments, outside agencies and the public at large in identifying and resolving code related issues.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a high school or GED equivalent;

- B. Four years experience related to Code Enforcement, Plumbing installations and/or inspections, law enforcement, building inspection, land use, public administration or a related field;
- C. Minimum of one (1) year of experience in public relations or high public contact is required;
- D. Possession or the ability to obtain a Texas State Plumbing License, or
- E. Any equivalent combination of education and experience.

Necessary Knowledge, Abilities, and Skills:

I. Knowledge

- A. Knowledge of City codes, laws, standards, regulations, enforcement principles, inspection techniques as applicable to a municipal setting.
- B. Knowledge of safe and efficient work practices related to code enforcement and inspection procedures.
- C. Knowledge of the principles, practices, methods, and techniques of code enforcement, field investigations, and general inspections.
- D. Knowledge of effective communication methods and techniques.

II. Abilities

- A. The Ability to obtain a State Plumbing Inspector license within (12) months of being hired.
- B. The Ability to obtain certification as a Code enforcement Officer within (12) months of being hired.
- C. The Ability to interpret, apply and enforce city codes, ordinances, laws, regulations, and local policies and procedures, and to utilize the principles, practices, and techniques of code enforcement and inspection.
- D. The Ability to prepare, maintain, organize, and update records, reports, logs, etc in paper format and/or computer systems.
- E. Ability to solve complex situations and use sound judgment in drawing conclusions and making decisions.
- F. Ability to communicate effectively and maintain effective working relationships with those contacted in the course of work.
- G. Ability to handle stressful situations and effectively deal with difficult situations.

III. Skills

- A. Skill to provide excellent customer service.
- B. Skill to operate a variety of modern office equipment including a personal computer and applicable software.
- C. Skill to operate a motor vehicle safely and maintain satisfactory driving record.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

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. While performing the duties of this job, the employee is required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee will work in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions,

fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: 09/20/2022

Revision History:

