

**City of Devine
Job Description**

Job Title: Code Compliance / Police Officer
Reports To: City Secretary
Date Prepared: January 2021

SUMMARY

The purpose of this position is to ensure compliance with the City of Devine codes and ordinances and coordinate the abatement of violations.

ESSENTIAL JOB FUNCTIONS

Enforces codes and ordinances by conducting inspections of properties, identifying ordinance violations, confiscating and disposing of illegal signs, giving notices of violations, discussing violations and possible violations with citizens, taking photographs as evidence for complaints.

Interacts with public by explaining ordinances and procedures to citizens, responding to questions concerning cases, regarding complaints, giving verbal notices, meeting with violators and complainants and contracting the abatement of some violations.

Maintains records by entering pertinent information such as inspection results, telephone contacts, and deadline extensions in the computer system, filing case files, processing and typing liens, creating letters to notify responsible parties of violations and for verification of current property owners.

Must have good organizational skills.

Administer compliance programs in land use and nuisance abatement.

Provides support to the department by attending departmental and city-wide meetings, maintaining knowledge of codes and ordinances, renewing Code Enforcement Officer license, participating in department and city events, assisting in the revision of ordinances and communicating with other municipalities to compare information on ordinances and violators.

Performs other job related duties as directed.

Issues permits of all sorts. (Building, Electrical, Plumbing, Mechanical, Garage Sales, Beer Licenses, Excavation, etc.)

Perform site inspections to approve of where any structures, pools will be built/placed.

Monitors any development in the Flood Zone.

Coordinates Planning & Zoning Committee Meetings.

Ability to:

- Make independent judgments
- Establish and maintain effective working relationships with peers, supervisors, and the general public

Knowledge of:

- Texas Local Government Code, City of Devine Code of Ordinances, and departmental policies and procedures
- Geography of the city

Patrol the City daily in search of City ordinance violations.

REQUIRED EDUCATION; DEGREES, CERTIFICATES, AND/OR LICENSE

High school diploma or GED preferred; Class C Driver's License.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS

Prefer two years of experience as a municipal Code Enforcement Officer.

Any work related experience resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Duties are generally performed within the city limits, in both indoor and outdoor settings. While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extreme hot and cold temperatures.

The City of Devine is an "at will" employer. 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.

I, employee, understand that this document is not to be constructed as a contract, either implied or explicit. All the information contained herein is merely an attempt by the City of Devine to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time. I have been furnished a copy of this job description.

Employee Signature: _____ Date: _____