

CITY OF FULSHEAR **CODE INSPECTOR**

CLASS SUMMARY

FLSA Status: N

This is responsible code enforcement work. Work involves investigating observed and alleged violations, monitoring conditions and records for compliance, seeking voluntary compliance and otherwise initiating enforcement action. Work is performed under general supervision of the Police Chief, or his designee. Incumbents have no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Receives and investigates reported, observed, and alleged violations of State and Local Code and Ordinances; discusses matters with complainants; contacts the property owner; makes on-site inspections.

Determines if violations exist, and initiates the process of correction or compliance; discusses needed corrections with individuals found in violation, and sets up a time table for compliance.

Pursues direct enforcement and voluntary compliance when appropriate and as needed.

Establishes and maintains a monitoring system throughout the city for assigned code enforcement cases.

Makes recommendations regarding and assists in issuing notices of violation.

Documents all action taken on complaint reports and worksheets; enters complaint report information into the monitoring system.

Makes on-site inspections and/or communicates with individuals in violation to monitor progress towards compliance. Conducts field inspections, maintains case files, and gathers supporting evidence of code enforcement cases.

Prepares and presents information to the City Council, neighborhood and civic groups, etc. about the Code Enforcement Program.

Works collaboratively with public health inspectors and sanitarians from various agencies in the interest of public health, safety, and sanitation.

Works with staff and their respective direct supervisors to develop ways to improve operations.

May testify in court as necessary.

CODE INSPECTOR – Page 2

Attendance is an essential function of this position.

Provides services to the general public when emergency conditions warrant it, either in preparation for, or as a reaction to, one or more disastrous events such as: civil disturbance, hurricane, tornado, flood, ice storm, fire, chemical accident including hazardous material spills, possible public exposure to hazardous conditions, or other disasters which threaten the safety of citizens.

Must be available for rotating emergency after-hour inspections.

Other duties as assigned or required to perform the functions of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is required to use hands to finger, handle, or feel; climb or balance; and stoop, kneel, or crouch. 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, ability to adjust focus, and require a valid drivers' license and ability to drive.

While performing the duties of this job, the employee works in outside weather conditions and is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS

Work requires possession of a high school diploma, GED, or equivalent certificate, with post-secondary education/training related to code enforcement desirable; Possession of a Texas State Code Enforcement Officer license and ICC Property Maintenance Code certification preferred, or ability to obtain within one (1) year of employment; Two (2) years of experience in inspections or code enforcement or other related public service experience is preferred; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

Knowledge of procedures, regulations, laws, and ordinances which deal with enforcement duties.

Knowledge of, or ability to quickly learn municipal government structure and process.

Excellent written and verbal communication skills.

Proficient software and computer skills to establish and maintain a monitoring system, correspondence, and other related documentation.

Ability to recognize violations and recommend and/or initiate best corrective action.

CODE INSPECTOR – Page 3

Ability to answer inquiries, resolve complaints, and communicate with property owners, lessees, contractors, developers, and the general public in an effective, tactful, and courteous manner, and to follow up and bring resolution to violations using excellent customer service skills.

Ability to establish and maintain good working relationships and positive image in all external contacts.

Ability to review plans and apply provisions of ordinances and codes with reliable consistency to determine compliance with said ordinances and codes.

Ability to interpret and apply the provisions of ordinances and codes with reliable consistency to field conditions.

Ability to maintain accurate records, and to prepare meaningful, concise, and accurate reports and correspondence, and to organize and prioritize daily work assignments and activities.

Ability to establish and maintain effective working relationships with managers, co-workers, and other City employees and departments, and agencies.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

Valid Texas Driver's License

Established: October 20, 2016

Revised: February 1, 2017