

# Code Enforcement Official

## Job Description – City of Teague

### **OBJECTIVE:**

Under the general supervision of the Police Chief the Code Enforcement Official performs research, investigative, enforcement, and follow up duties on various code and ordinance violations for the City. This Position issues notices of violation and citations for non-compliance in reference to local ordinances, codes, and permits, to both the public and private sector. The official prepares cases for judicial process, Board of Aldermen review for possible abatement of violations.

### **ORGANIZATIONAL RELATIONSHIPS:**

Reports to: Chief of Police, Teague Police Department  
Directs: This is a non-supervisory position.  
Other: Has contact with other city employees, vendors, the public, other political subdivisions and a wide variety of relevant professional associations.

### **ESSENTIAL FUNCTIONS:**

- Enforces City ordinances and codes, including, but not limited to, property maintenance code, landscape, solid waste, environmental issues, junked and abandoned vehicles, dangerous structures, zoning, signs, and fences.
- Issues municipal court citations for violations to both the public and private sector regarding city ordinances, codes, etc.
- Performs research and investigative work in determining extent of violation and non-compliance, and in preparing cases for judicial processes, to include photography of evidence.
- Attends court cases for the purpose of testifying and presenting evidence and assists in case preparation for the Municipal Court.
- Investigates and resolves citizen complaints received concerning suspected/potential violations.
- Initiates towing of inoperable, illegally parked, and/or abandoned vehicles on public or private property.
- Prepares, maintains, and files reports and records regarding activities, i.e., cases files, inspection reports, incident reports, citations.
- Responds to citizen inquiries both orally and in writing.

- Surveys construction activities for the purpose of checking permits, issuing citations and stopping further activity until permits are obtained; performs follow up to ensure enforcement.

## **MARGINAL FUNCTIONS:**

- Cleans and properly maintains assigned vehicle and equipment.
- Performs related work as directed.

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

### A. Training and Experience:

- State Code Enforcement Certification required or the ability to obtain within 18 months of hire.
- High School diploma or GED.
- Must possess (or be able to obtain prior to employment), a valid Texas Class C driver's license, with a good driving record.
- Public Sector and Code Enforcement experience preferred.

### B. Knowledge, Skills, and Abilities:

- Skill in both written and oral communications for effective expression of concepts and clarity in information dissemination.
- Ability to establish and maintain effective working relationships with supervisor(s), support staff, the public and other department's the position interacts with.
- Ability to organize and review work for efficient results and accuracy.
- Ability to exercise independent judgment in both routine and non-routine situations.
- Ability to perform duties with consistent courtesy and tact in frequent public contact.
- Ability to perform under conditions of severe stress and confrontational circumstances.
- Ability to issue and receive oral and written instructions.
- Office Software: current word processing, presentation, spreadsheet, and database programs used by the City.

- Public Speaking: effective oral communication with an audience.

**Preferred:**

- Knowledge of local codes and ordinances, or the means by which to access such.
- Knowledge of state and federal laws and statutes, as they relate to municipal code enforcement functions or the means by which to access such.
- knowledge of inspection and investigation methods and techniques.
- knowledge of report and record keeping principles and techniques.

C. Physical requirements:

- Some tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.
- Some tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or workstation.
- Some tasks involve frequent walking, standing; some lifting and carrying moderate weight (12-20 pounds); and / or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental requirements:

- Some tasks are routinely performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).
- Some tasks require exposure to extreme heat/cold or extreme weather conditions.
- Some tasks require exposure to dust or pollen.
- Some tasks require exposure to toxic substances (e.g., blood borne pathogens, raw sewage, chemicals, and other hazards)

E. Sensory Requirements:

- Some tasks require visual perception and discrimination.
- Tasks require oral communication ability.