JOB SUMMARY:
Civilian employee under general supervision of the Fire Chief and will primarily be responsible to conduct code enforcement activities and duties by enforcing local ordinances and codes and provide assistance to the Fire Marshal Office in plan reviews, inspections, investigations, public education and permitting to ensure quality public service to citizens, as well as conducting.

ESSENTIAL FUNCTIONS
Individuals appointed to this assignment are required to perform the essential job functions of their position including all of the following:

1. Ability to communicate effectively orally and in writing, respond to citizen’s questions or complaints, serve on special committees, prepare reports and memos, and represent the Fire Department to other City departments, governmental agencies, civic groups, vendors and the public.
2. Maintain regular and reliable attendance.
3. Review building and sprinkler plans to ensure they meet current building codes.
4. Enforce local ordinances and codes.
5. Issue correction notices.
6. Assist in resolving complex and sensitive customer service issues and complaints by telephone or in writing. Maintain records regarding complaints mitigated.
7. Participate in monthly Nuisance and Abatement Meetings and provide quarterly reports as required to City Commission.
8. Maintains records of code compliance and inspection activities and completes related reports. Issues certificates and permits as appropriate.
9. Assists in researching problems and complaints regarding commercial and residential code compliance. Responds to complex and sensitive compliance issues.
10. Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
11. Assist in monitoring and mitigating complaints via TCI & MyGov, or any future reporting platform designated by the department or City.
12. Maintain a list and photographs of reported substandard structures within the City of Texas City.
13. Conduct regular site inspections of reported substandard structures.
14. Post court notices, Property leans, and violation notices at nuisance properties.
15. Prepare court fillings, new case records and abatement orders.
16. Attend court proceedings and testify as required.
17. Performs the duties of a plans examiner as need for commercial and residential projects.
18. Provide annual inspections to all commercial buildings, day cares, schools, institutions, etc. for code violations and issue a violation report to occupancy for correction.
19. Set up re-inspection schedules for occupancies with violations.
20. Issue permits for burning, alcohol, etc.
21. Prevention presentations to schools and businesses, job fair, etc. upon request.
22. Other duties as assigned by the Fire Chief, or designee.
QUALIFICATIONS (MINIMUM TRAINING AND EXPERIENCE):

1. Knowledge of both local and state laws, regulations, code enforcement, and procedures pertaining to fire and building codes, fire and life safety systems and practices.
2. Knowledge of principles and practices related to fire inspections, code enforcement inspections and plans examination.
3. Skill in communicating ideas effectively in writing and orally in group and individual settings.
4. Must be able to create and maintain files, documents, records of notices, citations, and records of all investigations.
5. Skill in establishing and maintaining effective working relationships with sworn Fire Department personnel, other City departments, local and national agencies and citizens.
6. Ability to recognize or identify the existence of problems and generate or conceive new or innovative ideas or solutions to resolve those problems.
7. Must have computer and Microsoft Office knowledge.

CERTIFICATES AND LICENSE REQUIREMENTS:

1. High School diploma or GED.
2. Two (2) years of experience in Code enforcement or four (4) years experience in Fire inspections and general construction related fields.
3. Must be certified and/or certifiable by the Texas Commission on Fire Protection as a Fire Inspector and Plans Examiner.
4. Must be a State of Texas Registered Code Enforcement Officer (TDLR).
5. Must have a valid Texas Driver’s license with acceptable driving record.
6. Must possess and maintain the required licenses and certifications prescribed by the State of Texas and/or applicable city policy.

PHYSICAL REQUIREMENTS

1. Must be able to lift and carry up to 40 pounds.
2. Walk, climb, kneel, squat, stoop, bend, or crawl while reviewing and inspecting projects.
3. Sit or stand for extended periods of time while performing inspection duties.
4. Work in adverse weather conditions such as extreme cold, heat, or temperature swings.
5. Work in height and extreme noise levels.
6. Some exposure to mechanical, fume/odor and dust/mite hazards.
7. Some extended hours may be required.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.
Job Announcement
Code Enforcement Officer/Inspector

Notice is hereby given that the City of Texas City is accepting applications for a full-time Code Enforcement Officer/Inspector. This is a 40 hours per week, non-exempt position and is benefits eligible. The annual salary is dependent upon applicant experience.

Under general supervision of the Fire Chief or designee, performs a variety of technical duties in support of the City’s local code enforcement policy; monitors and enforces a variety of applicable codes and regulations related to zoning, land use, health and safety, blight, and other matters of public concern; and serves as a resource and provides information on City Ordinances to property owners, residents, businesses, the general public, and other City departments and divisions. Two years’ work experience in Code Enforcement is preferred or experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, and/or customer service capacity. Experience that includes the enforcement of Municipal ordinances and codes is highly desirable.

The successful applicant must work extremely well in a team environment, be highly-motivated, work well under pressure, remain physically fit and willing to work in all types of weather, possess a high degree of self-initiative/confidence, and have the ability to work independently with little supervision while following written procedures, provide a high quality level of responsibility and take extreme pride in their work. Exceptional computer skills, punctuality, and attendance are a must.

A pre-employment Drug Test and a Background Investigation will be required. Must possess a valid Texas Driver’s License.

Job descriptions and applications are available by contacting Human Resources at 409-948-3111, or email TCFD@texascitytx.gov or on-line at www.texas-city-tx.org - Employment

Position open until filled.

Texas City is an equal opportunity employer.