

Code Enforcement Officer

Salary Range \$31,200 - \$36,400 Annual (non-exempt)

Summary

Under general direction, is responsible for enforcement and compliance of the health, safety, and general welfare of the public from adverse environmental determinants; enforces State and City Health and Safety Codes and Ordinances; identifies and investigates citizen complaints of public nuisances and quality of life issues through onsite inspections, scheduled visits, and non-scheduled visits.

Duties and Responsibilities

- Receives and investigates environmental health and safety nuisance complaints from the general public
- Researches properties to confirm previous septic system violations
- Processes violation correspondence and affidavits on property owners
- Processes appropriate inspection and licensing documentation
- Schedules inspection appointments and meets with installers and home owners
- Seeks voluntary compliance or issues citations and initiates abatement procedures
- Performs related duties as required

Minimum Qualifications

- Ability to effectively respond to customer inquiries and complaints; ability to operate personal computer; ability to establish and maintain effective working relationships with co-workers, County employees, outside agencies, contractors and the general public
- Must be a State licensed Texas Code Enforcement Officer or must obtain a Code Enforcement Officer within 6 months of hiring date
- Must secure and maintain a favorable background investigation
- Must clear a pre-employment physical and a pre-employment drug screen test
- Must have a valid driver's license
- May be required to work more than 40 hours during the workweek

Working Environment and Physical Demands:

- Working conditions are primarily outdoors
- Work environment involves some exposure to hazards or physical risks (i.e. cramped work areas), which require following basic safety precautions
- Work involves moderate exposure to unusual elements, such as extreme temperature variations (i.e. rainy and icy conditions), rough terrain, poisonous plants, dirt, dust, fumes, vapor, smoke, unpleasant odors, hazardous materials, flammable liquids, sewage, damp or wet surfaces, insect and/or animal bites
- Frequently moves equipment weighing up to 15 pounds
- Will frequently communicate with co-workers; must be able to exchange accurate information
- Constantly positions self to perform essential functions
- Constantly operates tools and equipment

EQUAL OPPORTUNITY EMPLOYER



Sandy Oaks is an Equal Opportunity Employer and committed to Workplace Diversity. We are committed to providing equal opportunity for protected veterans and individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.