



1200 East Broad Street, 2nd Floor Human Resources
Mansfield, Texas 76063
Telephone: 817-276-4267
Fax: 817-473-7487
Email: applymansfield@mansfieldtexas.gov

JOB CLASSIFICATION: Code Compliance Officer	SALARY: \$33,849 – \$47,389 DOQ
DEPARTMENT: Code Compliance Department	Full-time / Non-Exempt

JOB DESCRIPTION:

Under the general supervision of the Code Enforcement Supervisor, duties include conducting inspections and identifying code violations; preparing and mailing various reports, notifications and citations; meeting with homeowners, renters and business owners to facilitate voluntary code compliance and final resolution; making court appearances; answering questions and providing information regarding zoning and code violation issues and minimum standards for residential, multi-family and commercial properties. Duties also include completing data entry; maintaining accurate records; and assisting special projects as needed. Must also have clear understanding of city ordinances and codes; and possess good communication and presentation skills. Regular schedule will include Monday thru Friday 8:00 am to 5:00 pm and rotating on Saturdays from 8:00 am to 12:00 pm.

EXAMPLES OF WORK TO BE PERFORMED:

- Provide direction when deficiencies or violations are discovered and issue "Stop Work" orders or citations for noncompliance with appropriate codes. Investigate complaints, make reports of field inspections and may consult with the City Attorney and act as a witness in prosecution of code violators.
- Investigate complaints and notify the parties out of compliance with ordinances what changes are required and develop written evidence for possible legal action.
- Patrol neighborhoods identifying violations of health, building, zoning and other City ordinances and enforcing the applicable law. Enforce ordinances in response to complaint calls, dispatched calls or personal observation.
- Investigate and assist in the legal process of the abatement of abandoned and dangerous buildings.
- Maintain an accurate daily log and a list of current inspections, complaints and problems reported so that the status can be determined at all times. Prepare all necessary documents and input all cases into the computer program. Prepare cases for court and appear in court as needed.
- Inspect new residential structures, remodels, additions and accessory structures to ensure compliance with applicable codes and ordinances.
- Answer questions regarding various codes and ordinances, receive and log complaints, putting hostile and upset people at ease.
- Responsible for the care, condition and use of city equipment.
- Related work as required.

OTHER DUTIES:

Please note this job description is not designed to cover or contact a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Ability to gain knowledge of the City of Mansfield code of ordinances, zoning codes and oversee its enforcement.
- Ability to communicate professionally, tactfully and effectively with the public, developers, co-workers, administrative staff, local agencies and members of City Council.
- Ability to make clear and concise decisions regarding life, health and safety issues in regards to the public.
- Ability to maintain records.
- Ability to prepare reports.
- Skill in communicating effectively orally and in writing.
- Ability to handle multiple assignments.
- Knowledge of computer operations for daily input.
- Ability to work evenings and weekends as needed.
- Basic skills in Microsoft Office (including: Word, Outlook, Excel)
- Regular schedule will include Monday thru Friday 8:00 am to 5:00 pm and rotating on Saturdays from 8:00 am to 12:00pm.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED
- Current Registered Code Enforcement Officer License issued by the Texas Department of State Health Services preferred, or be required to obtain a Registered Code Enforcement Officer License by the Texas Department of State Health Services within one year of hire.
- Two years' experience in code enforcement preferred.
- Valid Texas driver's license.

DESIRED TRAINING AND EXPERIENCE:

- Additional training or experience in related field.

WORKING CONDITIONS:

Work is primarily outdoors, exposed to weather extremes such as heat, cold and rain, and possible exposure to dust, loud noise, outdoor allergens, odors, chemicals, odors, and other physical hazards or health hazards. Work requires accessing and inspecting unkempt, overgrown properties, sub-standard structures, and frequently involves communications with irate and sometimes confrontational customers. A small portion of the work day is in a comfortable office environment doing paperwork, using a computer, writing letters, answering the telephone and dealing with customers.

- Frequent exposure to pressure from interpersonal conflict and deadlines. Requires nearly constant contact with the public, great mental effort is required daily, moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines.
- Intermittent exposure to stressful situations as a result of human behavior and the demands of the position.

- Field inspections required frequent exposure to heights, construction site hazards and weather.
- Frequent exposure to wet and/or humid conditions.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures.

4. The conditions the worker will be subject to in this position

- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to extreme cold. Temperatures typically below 32° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

- The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

AMERICANS WITH DISABILITIES

The City of Mansfield complies with the Americans with Disabilities Act of 1990 and it is our policy to ensure that no person is discriminated against based on their disability. The City of Mansfield offers equal employment opportunity to qualified individuals and strictly prohibits the discrimination against qualified individuals on the basis of disability. The City of Mansfield shall provide reasonable accommodation to applicants and employees who are otherwise qualified to perform the essential job duties when doing so does not create an undue hardship for the city.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Mansfield provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The City of Mansfield is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post-offer employment drug test and /or physical.

MANSTFIELD
T E X A S