

## City of Mission Job Description

Job Title: **Code Enforcement Officer**

Classification: **Non-Exempt**

Department: Planning



Division: Code Enforcement

Supervisor: Code Enforcement Supervisor

Effective: 01/02/2023

### **I. JOB SUMMARY**

Investigate complaints of property nuisance as per city codes. Inspects buildings and/or property to ensure compliance with minimum standards. Individual has no supervisory responsibilities. Individual will perform other duties assigned by supervisor/department head when needed.

### **II. EDUCATION REQUIREMENTS**

- High school diploma or G.E.D required.
- Code Enforcement certification required or 2 years of experience on code enforcement requirements and procedures.
- Must be able to communicate proficiently in English and Spanish.
- Must have oral and written communication skills in English to at least the 9<sup>th</sup> grade level (to include correct spelling).
- Must be proficient in working with personal computer, typewriter, and general office equipment.
- Must be able to type 30 wpm and have good filing skills.

### **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant's rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.
- Applicant must obtain Code Enforcement certification within 1 year of employment.

### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to interpret and enforce Health & Sanitation codes and general building code ordinances.
- Ability to follow a firm work schedule as directed by supervisor.
- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business manner.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.



- Ability to establish and maintain effective working relationships with office staff, other departments, elected officials and the general public.
- Ability to perform work that is routine and detailed.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to use tape measure and document data.
- Ability to utilize a video recorder and digital camera when needed.
- Ability to operate a basic computer.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

**V. ESSENTIAL JOB FUNCTIONS**

- Drive and walk through alleged non-compliant property to validate or invalidate the compliance of a building codes and health & sanitation ordinances.
- Walk through violation site to collect information by taking pictures, videotaping and obtaining measurements. Confirm integrity of property. Tag condemnation notice precluding persons from inhabiting property.
- Conducts research from approved sources to identify property owners.
- Write letters to citizens, outlining violations and compliance measures with city ordinances and building codes.
- Conduct further research if reply from citizen in violation of code or city ordinances is not obtained.
- Procure services of title searcher by telephone for the obtaining rightful property owner.
- Prepares court docket file in preparation for court appearances in effort to obtain compliance from property owner.
- Answers phone calls from citizens reporting city ordinance and building code violations.

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- None

**VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- City vehicle, Two-way radio
- Personal computer, Printer, Keyboard, Mouse, Scanner, Computer software
- Copy machine, Fax machine, Typewriter, Diskettes & CDs
- Flashlight, Staple gun, Hard hat, Safety vest, Work order forms, Clip board
- Digital camera and video, Inspection tags, Code books, Subdivision city maps
- Stapler, Pens, Pencils, Rulers, Highlighters, Stapler remover

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- Manual hole puncher, Paper cutter
- Policy & procedure handbook

### VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	Amount of Time		
	Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)		X	
Work near moving mechanical parts	X		
Work in high, precarious places	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals	X		
Outdoor weather conditions		X	
Extreme cold (non-weather)			X
Extreme heat (non-weather)			X
Risk of electrical shock	X		
Work with explosives	X		
Risk of radiation	X		
Extreme Noise		X	
Vibration	X		

### IX. MANUAL DEXTERITY

Both fine and gross hand manipulation is required to perform essential job functions. Fine hand manipulation is utilized to document information. Gross and fine hand manipulation is required to carry inspection equipment and to document data obtained during walk through of violation sites and to type reports, citations, and memos.

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## X. PHYSICAL DEMAND ANALYSIS

### MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>O</b>	Store boxes of building plans and office files, to review and finalize compliance plans.
	6-10 lbs	<b>F</b>	Property of alleged violations sites camcorder to video tape.
	11-20 lbs	<b>O</b>	Store boxes of building plans and office files, to review and finalize compliance plans.
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>O</b>	Video tape camera and still camera up to 20 feet.
	6-10 lbs	<b>O</b>	Video tape camera and still camera up to 20 feet.
	11-20 lbs	<b>N</b>	
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>O</b>	To open and close fences, gates and cabinet drawers.
	6-10 lbs	<b>N</b>	
	11-20 lbs	<b>N</b>	
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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### NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
<b>CLIMBING</b>	<b>F</b>	Access storage facility two steps.
<b>BALANCING</b>	<b>N</b>	
<b>STOOPING</b> (bending at waist)	<b>O</b>	Check for electrical wire violations.
<b>KNEELING</b> (one or both knees)	<b>N</b>	
<b>CROUCHING</b> (bending at hips/knees)	<b>O</b>	Check for electrical wire violations.
<b>CRAWLING</b>	<b>N</b>	
<b>REACHING</b>	<b>C</b>	Retrieve code book for violation review.
<b>TWISTING/TURNING</b> (rotation)	<b>F</b>	Drive and while inspecting properties.
<b>HANDLING</b> (manipulated objects)	<b>F</b>	Still and video camera.
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Type UBA letters.
<b>STANDING</b>	<b>F</b>	Inspection and repair of irrigation units.
<b>WALKING</b>	<b>C</b>	Up to two miles per day during inspection.
<b>GRASPING</b> (whole hand activities)	<b>O</b>	Video camera to film properties.
<b>SITTING</b>	<b>F</b>	Driving to various properties.

N-never O-Occasional 1-33% F-Frequently 34-66% O-Occasionally 67-100%

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date