



City of Coatesville

Job Description

Code Compliance Officer

Job Specifics

Employer: City of Coatesville

Dept: Code

Title: Code Compliance Officer

Union Affiliation: N/A

Reports To: City Manager

FLSA Classification: Non-Exempt

Revision Date: 7/31/2019

Schedule: 17 hours weekly

Position Background

This is responsible work enforcing City codes and ordinances. This employee makes periodic investigations of City buildings, making sure they comply with City standards, and investigates, upon request of City officials and the general public, any complaint related to City Codes. This position includes on call hours.

Essential Duties & Responsibilities

- Responding to complaints from City officials, City residents, and stakeholders regarding City codes and/or ordinances.
- Investigating all complaints dealing with City ordinances.
- Inspecting condemned houses and preparing reports for possible rehabilitation jobs.
- Receiving inquiries and applications for Zoning Permits, application for Variances and Job Division information.
- Attending Planning Commission and Zoning Hearing Board meetings.
- Conduct City wide field inspection to investigate and determine status of city commercial and residential property conditions.
- Receiving and reviewing applications for rental license, Use Registrations, Contractors License, Plumbing License and Street Openings.
- Filing magisterial complaints notices, issuing citations and attending hearings.
- Taking requests for information and applications for emergency redevelopment repairs and other similar requests; then submitting them for approval.
- Develop long range plan addressing potential health safety welfare violations and mitigation including condemning and demolition of hazardous structures.
- Taking requests for information and applications for emergency redevelopment repairs and other similar requests; submitting them for approval
- Conducts daily on-site inspections to monitor any potential City code and/or ordinance violations to ensure compliance
- Review non-compliance issues with potential violators to discuss necessary remediation actions

Essential Duties & Responsibilities (continued)

- Responds to compliance complaints and conducts compliance investigations as needed
- Prepares and issues notices, violations, and citations according to applicable codes and regulations
- Maintains and compiles accurate written documentation of paperwork for all complaints, observations, violations, and follow-up actions taken to ensure successful prosecution
- Required to testify as needed during prosecution hearings
- Prepares a variety of work and activity reports
- Responsible for educating the public on City codes, ordinances, etc.
- Performs other job related duties as assigned

Minimum Qualifications

A codes enforcement officer shall have attained one of the following qualification levers:

- A technical degree; or equivalent plus one year specialized training
- High school diploma plus one year specialized training. Three (5) years of experience may be substituted for formal training.
- Valid Driver's License
- High School diploma or equivalency and 1 year of inspection, security, or compliance experience
- Code Enforcement Officer in Training License from the Texas Department of Licensing and Regulation, or the ability to obtain one within 12 months of employment

Preferred Qualifications

- 2 or more years of inspection or compliance experience
- Code Enforcement Officer License
- Knowledge of code enforcement systems; federal, state, and local ordinances/regulations
- Ability to conduct investigations with an emphasis on conflict resolutions and voluntary compliance
- Recommend, develop, and initiate policies and procedures related to assigned duties
- Ability to communicate clearly both verbally and in writing
- Demonstrate ability to work under minimal supervision while showing initiative and organizations skills

Competencies

- Action Oriented & Attention to Detail
- Conflict & Change Management
- Customer Focus
- Valuing Diversity
- Teamwork & Collaboration

Knowledge, Skills & Abilities

- Knowledge of City codes and ordinances.
- Knowledge of enforcement procedures for treating all violations.
- Knowledge of general construction procedures.
- Ability to learn legal requirements affecting ordinances and codes.
- Ability to collect data and prepare reports.
- Ability to enforce all violation of City ordinances.
- Ability to establish and maintain effective working relationships and deal tactfully with the general public.

Physical Requirements

Frequent sitting, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 40 pounds.

- Typically requires stooping, kneeling, crouching, reaching, mobility, grasping, talking, seeing, hearing, climbing, crawling, and walking
- May require frequent lifting, lowering, pushing, or pulling of 10 - 25lbs. and occasionally up to 50 lbs.

Work Environment:

- 80% of work will be performed outdoors and in the field
- 20% of work will be performed indoors at the office
- Subject to outside weather conditions

Disclaimer

Please note: Management reserves the right to add, modify, change or rescind work assignments as needed.

The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

The City of Coatesville is an Equal Opportunity Employer.

To Apply: Go to www.Coatesville.org
 Select Job Opportunities

Application Deadline: Until filled