

# CITY OF CRYSTAL CITY JOB OPENING

## **JOB TITLE: CODE ENFORCER**

**DATE POSTED:** September 9, 2024

**CLOSING DATE:** until position is filled

**SALARY RANGE:** Depending on Experience

## **JOB SUMMARY:**

Under General Supervision, conducts inspections and investigations to ensure compliance with City ordinances, municipal codes, zoning regulations and other applicable ordinances; works to resolve violations; and issues appropriate warnings and citations.

## **ESSENTIAL JOB FUNCTIONS:**

- Conducts field checks to uncover possible violations of a variety of city codes and ordinances including the City's sign Ordinance, Lighting Ordinance, Zoning, Nuisance, property maintenance and illegal dumping.
- Investigates possible violations; contacts responsible individuals in person and in writing; performs follow-up investigations to see that remedial action has been taken.
- Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; investigates and resolves problems; provides information by phone or in person regarding regulations.
- Prepares and issues notices of noncompliance, violation and citations according to applicable codes and regulations; works with effective property owners and or their representative to encourage compliance with municipal codes, ordinances, and regulations.
- Works closely with violators to assist them in finding timely solutions to problems.
- Coordinates with the Municipal Court and files the necessary complaints.
- Completes all reports and paperwork promptly, legibly and accurately.
- Makes premise and structure inspections to determine violations of city codes.
- Consults with property owners to show where violations are present and enforces remedial action by the property owners.
- Consults with citizens regarding the results of their inspections.
- Makes field notes from inspection tour and compiles necessary report on assignments and maintains daily activity report of field investigative activities.
- Keeps records and submits work activity reports.
- Participates in the review and development of amendments to city codes. Performs related duties and fulfills responsibilities as required.

## **JOB REQUIREMENTS:**

Graduation from High School and one year of increasingly responsible inspection or enforcement experience; must possess a Texas Code Enforcement certification;

- Ability to work under stressful working conditions.
- Ability to inspect and identify violations of applicable codes and ordinances.

## **CERTIFICATES AND LICENSES REQUIRED:**

- Valid Texas Motor Vehicle Operator's license or available alternate means of transportation and such license or certificates as may be necessary to conduct building inspections.

If you have any questions please call Rebecca Moncada, Human Resources Manager at (830) 374-3477 ext. 7212 or for a complete Job Description and/or Job Application, please contact Ms. Moncada in person/by mail or email at:

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