

**CITY OF ARANSAS PASS
JOB DESCRIPTION**

CODE ENFORCEMENT OFFICER

PAY GROUP: Patrol **DEPARTMENT:** Police **REPORTS TO:** Patrol Captain **PAY:** \$18.00 - \$21.50/HR

SUMMARY: The employee will report to the patrol captain and receive his assignments from the captain or telecommunications. Employee will work closely with the building officials code compliance official and address all city code violations and State violations related to illegal dumping, junk and abandoned vehicles, and property abatements.

ESSENTIAL FUNCTIONS:

The code enforcement officer will assist police staff with code violations, not necessarily requiring a police response. The employee will write reports, issue warnings and citations, perform inspections, seek administrative code violation search warrants, perform the abatement process, serve on the dilapidated structure team, and suggest new codes and update old ones. The primary goal of this employee is to help educate residents/business holders within the city and work to achieve compliance with the least amount of enforcement necessary. This employee will also enforce the City wrecker and taxi ordinance which both regulate those services. This description is an example of the work and should not be considered as an all-inclusive description the job duties for the code enforcement officer. Duties may change and new tasks may be added or modified as management sees fit.

REQUIRED KNOWLEDGE SKILLS, ABILITIES AND TRAINING:

The code enforcement officer applicant shall be fully certified or capable of becoming code enforcement certified within 2 years of appointment. Additionally, the following is required:

- At least 18 YOA,
- A US citizen,
- Have received a valid high school diploma or GED from an accredited public school system,
- Hold a valid class C Texas driver's license,
- Must be of good moral character with stable employment record and no history of conduct that may affect suitability for employment in public service,
- Must have a sense of humor and be customer service oriented,
- Free from any class B or A misdemeanor offense adjudications within the past 10 years,
- Free from any felony adjudications,
- If prior military, shall hold no less than an honorable discharge,
- If law enforcement or former law enforcement, shall hold no less than a General discharge from prior police agency (F5 report)

MINIMUM EXPERIENCE AND/OR CERTIFICATION:

High school diploma or GED. Code Enforcement Certification (preferred).

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Lift and carry up to 80 pounds and pull or push up to 100 pounds of equipment and materials. Climb, crawl, kneel, squat, stoop and bend freely when working. Sit or stand for extended periods of time. Must see and hear clearly when working around equipment and in traffic, using proper safety precautions. Must be able to drive and have a good driving history. Work indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather. Employee may have some exposure to dust, odor, electrical, mechanical, and chemical hazards, using proper safety precautions. Applicants will be subject to a mandatory pre-employment background investigation, psychological testing, random drug and alcohol testing and post-accident drug and alcohol testing.

Applicant will be subject to being called in with little to no prior notice.

COMPENSATION: The pay range for this position is from \$18.00/hr to \$21.50/hr based on qualifications and after the successful completion of the probationary period.