

# TOWN OF PROSPER

TITLE:	CODE COMPLIANCE OFFICER	SALARY:	\$34,000 - \$46,000
DEPARTMENT:	DEVELOPMENT SERVICES	LAST UPDATE:	02/2010
REPORTS TO:	DIRECTOR OF DEVELOPMENT SERVICES	FLSA DESIGNATION:	NON-EXEMPT

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## DEFINITION

Investigate and enforce all applicable Town, County, and State laws as they relate to Town codes, zoning ordinances, and regulations, including but not limited to junk or abandoned vehicles, nuisances, graffiti, high grass, debris and other inspections and identifications of property for substandard and objectionable conditions.

## SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Director of Development Services.

## EXAMPLES OF DUTIES

Duties and responsibilities include, but are not limited to, the following:

### Essential Functions

- Provide excellent customer service.
- Investigate alleged violations of local and State laws, Town ordinances, or codes relating to environmental or public health nuisances.
- Conduct field inspections to detect the use of inferior materials as well as deteriorating conditions relative to the International Property Maintenance Code
- Prepare and maintain accurate records, compile data and reports, and utilize information as witness for the prosecution in court cases.
- Prepare, process, and issue notices and/or citations for violations of applicable codes, regulations, or laws and follow through with appropriate actions.
- Investigate title information and tax rolls to determine property ownership.
- Inspect signs, fences, junk, branches, trash, and any other item that could present as objectionable material.
- Regular and consistent attendance for the assigned work hours is essential.
- Participates in selection of staff as requested; provides staff training as necessary; evaluates employee performance as required; and works with employees to correct deficiencies.
- Attends and participates in supervisory training as necessary or requested.
- Assist in review of current codes and proposed changes to codes.
- Research ordinances to assure compliance with surrounding cities.
- Work on an on-call basis as necessary.
- Willing to work weekends and after normal business hours as needed.

### Additional Duties

- Perform such other duties as may be specified by the Town Council, Town Manager, Director of Development Services, Town Charter, or the laws of the State of Texas.

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## QUALIFICATIONS:

### Knowledge of:

- Modern office procedures, methods and equipment.
- Computer proficiency in Microsoft Office applications.
- Proper public contact and telephone etiquette.
- Business letter writing and basic report preparation.
- English usage, spelling, grammar and punctuation.
- Computer skills using Windows, WordPerfect, Microsoft Office applications, Internet, Adobe Acrobat and conversion techniques, and Microsoft Outlook.

### Ability to:

- Prepare clear and accurate correspondence, documents and reports.
- Prioritize and organize various assignments in order to produce efficient results.
- Operate standard office equipment.
- Prioritize and organize various assignments in order to produce efficient and effective results.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow written and oral instructions.
- Provide tactful and appropriate responses to inquiries from the public, other departments or agencies.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Ability to schedule and coordinate meetings.
- Learn and interpret Town and State codes pertaining to neighborhood integrity.
- Have knowledge of and ability to apply the International Property Maintenance Code.
- Recognize faulty or hazardous conditions created by deteriorating or neglected maintenance.
- Establish and maintain accurate records and letters.
- Work independently in the field without direct supervision.
- Read and interpret applicable plans and blueprints.
- Learn permitting procedures for both residential and commercial projects.

### Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

- High school diploma or GED and three years experience in the Code Enforcement (health or building) field preferred.
- Two years customer service experience preferred.
- Must pass MVR check.
- Must pass pre-employment drug screening.

#### Training:

- Attend Code Enforcement meetings as necessary.

#### License or Certification:

- Must possess a valid Code Enforcement Officer certification from the Texas Department of Health
- Must possess a valid Texas Class C driver's license.
- Must obtain Intermediate Code Enforcement Certification within twelve (12) months of hire date.

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**PHYSICAL DEMANDS:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear.
- Must be able to walk, stand, stretch, bend, twist, stoop, and kneel.
- Frequently required to lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job.

- The noise level in the work environment is usually moderate. Employee must have ability to maintain concentration in the midst of interruptions and background noise.

Reasonable accommodations may be made to enable individuals with disabilities with disabilities to perform the essential functions of this job.

This job description is not an employment agreement, contact agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The Town of Prosper, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources and or the Town Manager.

**PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS**