

# City of Merkel, Texas

[www.merkeltexas.com](http://www.merkeltexas.com)

100 Kent Street, Merkel, Texas 79536

☎ 325.928.4911

📠 325.928.3171

**Job Title:** Code Compliance Officer

**Department:** Police Department

**FLSA:** NON-EXEMPT

**Pay Rate:** \$16.00 – 18.00 HR (DOE)

## **JOB SUMMARY**

This is a full-time position under the Merkel Police Department. As a Code Compliance Officer, one needs to be skilled in administrative and inspection work on the enforcement of the various codes and ordinances. This individual will perform a routine inspection of sites to enforce ordinances concerning high grass, weeds, junk, abandoned vehicles, and dangerous buildings. This person also performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations. Work is performed with considerable independence with established laws, codes, ordinances, and technical guidelines, and is reviewed by an administrative superior.

## **ORGANIZATIONAL STRUCTURE**

**Reports to:** Chief of Police

**Directs:** N/A

**Other:** In certain instances, as delegated by the Chief of Police, may have supervisory responsibilities throughout the duration of certain investigations where additional departmental staff is required/requested.

## **DUTIES, FUNCTIONS AND RESPONSIBILITIES**

Essential duties and functions include, but are NOT limited to;

- Periodically patrols or inspects the City of Merkel to monitor for violations of local codes
- Responds to complaints of potential code violations relating to signing, high grass, and weeds, nuisances, hazardous conditions, dangerous buildings abatement housing conditions, land use, zoning, subdivision ordinances, animals, noise, dumping, polluting, or other code related matters
- Performs work by safety policies and procedures
- Conducts field investigations of potential violations; gathers evidence; questions witnesses; compare facts to code requirements; makes findings and issues warnings, correction notices, or citations
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance
- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position
- Coordinates efforts with the Police, planning, building, fire, and related departments, the city attorney, and other staff or agencies, as needed
- Works with police and prosecutors to obtain written or tape-recorded statements, depositions, or admissions, as needed
- Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to the successful prosecution
- Performs related work or any other duties as may be required or requested.

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## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION**

- Ability to communicate (read, write, and speak) effectively in the English language, English usage, spelling, grammar, and punctuation
- Modern office procedures, methods, and equipment including computers
- Business letter writing and basic report preparation
- Perform required mathematical computations
- Effectively communicate technical information, orally and in writing, to contractors, property owners, employees, other governmental agency representatives, City officials, and the public
- Analyze situations, problems, and data, and use sound judgment in drawing conclusions and making decisions
- Establish and maintain working relationships with citizens, employees, supervisors, and the public
- Handle stressful situations and effectively deal with difficult or angry people
- Enforce laws, ordinances, codes, and regulations of the City and State; with firmness, tact, and impartiality
- Learn local geography including the location of streets, water mains and hydrants, and the major hazards of the City
- Stay abreast of new codes and ordinances in the field
- Prepare clear and accurate correspondence, documents, and reports
- Prioritize and organize various assignments to produce efficient and effective results
- Communicate clearly and concisely, both orally and in writing
- Maintain appropriate performance regarding assigned duties and responsibilities to include but not limited to:
  - holding and sorting reports and paperwork
  - sitting or standing for extended periods
  - performing the functions of data entry on a personal computer
  - vehicle operation in the performance of a variety of errands
- Establish and maintain cooperative working relationships with those contacted in the course of work.

## **SUPERVISORY CONTROLS**

Assigns work in terms of general instructions. Work is reviewed for accuracy, compliance with established procedures, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include state and federal laws, city ordinances, court rulings, constitutional guidelines, training manuals, city, department, and district policies and procedures, and supervisory instructions. These guidelines are generally clear and specific but require some interpretation in application.

## **COMPLEXITY**

The work consists of related enforcement duties. Code Compliance Officer must have the ability to clearly communicate with the public in a manner that deescalates and clearly communicates the need for compliance.

## **PERSONAL CONTACTS**

Contacts are typically with co-workers, other city employees, court system personnel, attorneys, judges, law enforcement officers from other agencies, and most commonly, the public.

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## **PURPOSE OF CONTACTS**

To educate and enforce all matters of municipal code compliance to the public.

## **PHYSICAL REQUIREMENTS**

- Position requires the ability to stand, sit, run, walk, push, pull, squat, kneel, twist, reach, crouch, crawl, climb and stoop while assisting others or working alone.
- Walking, standing, or sitting for extended periods may be required in this position during the day-to-day functions. You may be required to drive and operate a motor vehicle according to state and local regulations for extended periods.
- Maintain effective audio-visual discrimination and perception is needed for making observations, communicating with others, reading and writing, and or operating assigned equipment. Possibly dealing with personal danger which may include exposure to (a) natural and man-made disasters; (b) hazardous materials and/or toxic gases.
- This position also requires repetitive hand movement in using a computer keyboard and typewriter. Must be able to lift and carry up to 40 pounds of supplies or working materials.

## **WORK ENVIRONMENT**

Some work is performed in an office environment and may be subject to ordinary risks typically found in an office environment. Some tasks are routinely performed without exposure to adverse environmental conditions; however, some tasks are performed with dust or pollen, heat/cold, or extreme weather conditions. The noise level in the work environment is usually quiet to moderate. At times when work is performed outdoors, this may be during hot or cold.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

N/A

## **ACCEPTABLE EXPERIENCE AND TRAINING**

- Must be a United States Citizen
- Must have a valid Texas driver's license and maintain a satisfactory driving record
- High school diploma or equivalent
- Certified with the Texas Department of Health as a Code Enforcement Officer or be able to attain certification within 1 year
- Must pass a background investigation and drug test

## **CERTIFICATES AND LICENSES REQUIRED**

- Certified with the Texas Department of Health as a Code Enforcement Officer or be able to attain certification within 1 year.

## **DISCLAIMER / ADA / EEOC**

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.

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The City of Merkel will comply with the Americans with Disabilities Act, including the American Disabilities Act Amendment Act, and all other Federal, State and Local legislative requirements. The Facility will ensure that reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions of that position.

## **EEOC CATEGORY**

1802 COMPLIANCE INSPECTION AND SUPPORT / 13-1041 0565 COMPLIANCE OFFICERS

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