



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 795.4

Job Title: **CODE ENFORCEMENT OFFICER III**

Pay Grade: 22

GENERAL SUMMARY:

Provides general supervision of personnel and coordination in enforcing Chapter 10 of the City of Houston's Code of Ordinances. Oversees complex situations related to inspection, work process and abatement activities assigned to the division.

RESPONSIBILITIES:

- Schedules, prepares, and reviews work assignments. Evaluates code enforcement personnel and serves as a Field Training Officer (FTO).
- Investigates inquiries concerning code interpretations and technical problems from contractors, technical professionals and general public. May serve as a liaison between the division and contractors or other City departments.
- Prepares and reviews reports, forms and records.
- Performs various inspections and responds to emergencies to enforce ordinances concerning high grass and weeds, junk and/or abandoned vehicles and dangerous buildings.
- Verifies and processes abatement activity.
- May testify in court proceedings and/or administrative hearings regarding code violations.
- Performs other special assignments as required.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in a field closely related to the area of inspection to be performed; or a high school diploma/GED and certification/licensing in a technical specialty program of over 18 months in the area of inspection to be performed.

CERTIFICATION AND LICENSE:

Requires a code enforcement license issued by the Texas Department of State Health Services.

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Four years of experience related to code enforcement inspection are required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Code Enforcement Officer Trainee
- Code Enforcement Officer I
- Code Enforcement Officer II
- Code Enforcement Officer III
- Assistant Chief Inspector
- Chief Inspector

Effective Date: June 22, 2011