

# City of Lockhart, Texas

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Code Enforcement Officer

**Department:** Code Enforcement

**Pay Grade:** 108

**FLSA Status:** Non-Exempt

#### JOB SUMMARY

Under general supervision, the Code Enforcement Officer identifies and investigates code violations of the City of Lockhart along with related complaints and notifies/works with owners/occupants to pursue voluntary compliance. Also conducts on-site instructions to ensure public and private properties are in compliance with property maintenance codes, building codes, housing codes, zoning codes, sign ordinances and other city, state, and federal codes.

#### ESSENTIAL JOB FUNCTIONS

- Identifies and investigates nuisance code violations regarding but not limited to junk vehicles, high grass/weeks, junk, litter, debris, unsecured building, sewer/water leaks, and signs.
- Meets with property owners or occupants regarding code violations to pursue voluntary compliance.
- Writes letters regarding code violations; files notices in newspapers as assigned; or places notice on property as required.
- Maintains computer database and paper records regarding code violations including photos, letters, liens, and release of liens.
- Solicits bids for contracts to clean properties, secure buildings, mow grass, etc.; sends invoices to property owners; and files liens.
- Coordinates and prepares documents to assist the Building Official or designee in filing complaints in appropriate court; meeting with City Attorney; and testifying in court.
- Attends meetings as required.
- **Preferred:** Attends programs and classes to maintain registered status.
- Performs other related duties as assigned.

#### QUALIFICATIONS

**Education and Experience:**

Requires High School Diploma or equivalent, three (3) years of work experience in Code Enforcement, or an equivalent combination of education and experience.

**Licenses or Certifications:**

- Licensed Code Enforcement Officer (or obtain with one year of hire).

**Special Requirements:**

- Possess and maintain a valid Texas driver's license with an acceptable driving record.
- Ability to maintain regular, reliable in-person attendance.

**Knowledge, Skills and Abilities:**

- Knowledge of good customer service techniques.
- Knowledge of City codes and procedures for handling violations.
- Skill in using Microsoft Office and department software.
- Skill in writing clear and concise messages and writing reports/correspondence.
- Skill in providing good customer service.
- Skill in performing basic math computations including addition, subtraction, multiplication, and division.
- Ability to maintain a database.
- Ability to conduct inspections.
- Ability to communicate, both verbally and in writing.
- Ability to deal with the public, skillfully, tactfully, and effectively.
- Ability to work with others.
- Ability to identify and resolve problems.
- Ability to read and interpret plans.

**PHYSICAL DEMANDS**

The work is medium work. The employee is frequently required to apply 30 pounds of force to move objects. The employee is occasionally required to exert up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

C	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
O	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
O	• Crawling: Moving about on hands, knees, or hands and feet.
O	• Crouching: Bending the body downward and forward by bending leg and spine.
O	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
F	• Grasping: Applying pressure to object with fingers or palm.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
O	• Kneeling: Bending legs at knee to come to a rest on knee or knees.

O	<ul style="list-style-type: none"> <li>• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.</li> </ul>
F	<ul style="list-style-type: none"> <li>• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Mental Acuity: Making rational decisions through sound logic and deductive processes.</li> </ul>
O	<ul style="list-style-type: none"> <li>• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.</li> </ul>
O	<ul style="list-style-type: none"> <li>• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.</li> </ul>
F	<ul style="list-style-type: none"> <li>• Reaching: Extending hand(s) and arm(s) in any direction.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.</li> </ul>
F	<ul style="list-style-type: none"> <li>• Standing: Being erect particularly for sustained periods of time.</li> </ul>
O	<ul style="list-style-type: none"> <li>• Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.</li> </ul>
F	<ul style="list-style-type: none"> <li>• Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.</li> </ul>

**WORK ENVIRONMENT**

Work is performed partially in a relatively safe and secure work environment and inside a climate-controlled building; and, at other times, is performed outdoors, sometimes under extreme heat and cold, rainy weather, dusty, and noisy conditions and where eye, ear, head, and hand protection may be required, depending on task.

***The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date