



Job Description

200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Code Compliance & Health Officer
DEPARTMENT: Community Development and Code Compliance
RATE CLASS: Non-Exempt
REPORTS TO: The Building Official/Floodplain Administrator
SHIFT: 8AM-5PM, M-F (May be changed at the discretion of the City of Freeport)

EDUCATION:

- High school diploma or general education degree (GED) is required.
- Two (2) years experience as a code enforcement officer is preferred.
- Valid, Class "C" Texas Drivers License is required.
- Code Enforcement License, or the ability to obtain within six (6) months.
- Knowledge of food establishment inspections or food manager's certification.
- Knowledge of, and the ability to maintain, current State and local codes, ordinances, and regulations- regarding code enforcement, building and health codes.
- Knowledge of local zoning regulations.
- Knowledge of procedures for record keeping, reports, documentation and citations.
- Knowledge of court proceedings and the procedures and protocol for giving testimony.

JOB SUMMARY:

Inspect and approve for opening of commercial and residential establishments. Review signage and inspect outside of commercial buildings following any change of occupancy to determine compliance with State and City regulations or ordinance standards. Investigates and take corrective action on complaints of any code violations that may include but not limited to; junked/abandoned vehicles, high grass/weeds, and general nuisance- foul odor/smell. Contribute to team effort by performing other related duties as may be assigned.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Must have the ability to calculate figures and amounts such as measurements, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Must have the ability to solve practical problems; ability to interpret a variety of instructions- furnished in written, oral or diagram form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database and Word Processing software.

Tools and Equipments Used:

City vehicle, PC, Camera, electronic recorder, clipboard, pen, thermometer, tape measure, telephone, pager, cell phone, fax machine, and copier.

SPECIAL SKILLS: Proficient use of office equipment and PCs. Excellent interpersonal communication skills as well as highly skilled writing and phone etiquette abilities are required. Must have a demonstrated ability to work well with the public and be able to maintain confidentiality. Knowledge of laws and proper court room etiquette and of warrant and court processing laws.

DUTIES & RESPONSIBILITIES:

- Regular and timely attendance at work is required.
- Obtain permission from owners and tenants to enter establishments.
- Examine visually all areas to determine compliance with Health Codes and City Ordinance standards for overall cleanliness, adequate disposal of garbage and rubbish, and for signs of vermin infestation.
- Measure dwelling units, rooms and/or commercial establishment to determine compliance with ordinance space requirements.
- Prepare forms and letters advising property owners and tenants of possible violations and time allowed for correcting deficiencies.
- Revisit establishments at periodic intervals to verify correction of violations by property owners and tenants.
- Explain requirements of standards, laws, ordinances and regulations to establishment owners, food handlers, and other interested parties.
- Serves as "essential personnel" and is required to remain available for immediate call-in due to any natural or manmade disaster, or any other event the Building Official and/or City Manager deem necessary.

OTHER DUTIES: This job description is intended to describe the general nature of work performed by the Code Compliance & Health Officer and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: While performing the duties of this job, **the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; sit; use hands to type, write, handle, drive, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds.** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date