



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 795.2

Job Title: **CODE ENFORCEMENT OFFICER I**

Pay Grade: 16

### **GENERAL SUMMARY:**

Performs and/or coordinates the enforcement of various codes, ordinances and technical specifications for property maintenance and developments.

### **RESPONSIBILITIES:**

- Assists in the administration and enforcement of Chapter 10 of the City of Houston's Code of Ordinances.
- Inspects property sites to enforce ordinances concerning high grass and weeds, junk and/or abandoned vehicles and dangerous buildings.
- Responds to inquiries from the general public, civic groups, contractors, technical professionals and businesses.
- Prepares and maintains appropriate records, reports and documentation of inspection and enforcement activities.
- May be required to testify in court regarding code violations.
- Participates in and attends various meetings with civic associations, businesses and other groups.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED certificate.

#### **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:**

One year of experience related to code enforcement inspection is required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct reports.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy.

#### **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 substantial sensitivity and cooperation.

### **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 routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **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*