



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 795.1

Job Title: **CODE ENFORCEMENT OFFICER TRAINEE**

Pay Grade: 12

GENERAL SUMMARY:

Under close supervision, performs routine field, clerical and administrative support in the enforcement of various codes, ordinances and technical specifications for adopted City of Houston ordinances.

RESPONSIBILITIES:

- Assists in the enforcement of Chapter 10 of the City of Houston's Code of Ordinances.
- Performs routine inspections of sites to enforce ordinances concerning high grass and weeds, junk and/or abandoned vehicles and dangerous buildings.
- Responds to routine inquiries from the general public, civic groups, contractors, technical professionals and businesses.
- Assists in maintaining files of records, reports and documentation of inspections and enforcement activities.
- May perform other general office activities as required.
- May perform other additional duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate.

CERTIFICATIONS AND LICENSES:

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

Within eighteen months of entry into classification, must obtain a code enforcement license issued by the Texas Department of State Health Services.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

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 involves information exchange and/or simple service activity requiring moderate tact 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 listed 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: June 22, 2011

Revised: December 2017