



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 795.3

Job Title: **CODE ENFORCEMENT OFFICER II**

Pay Grade: 18

### **GENERAL SUMMARY:**

Serves in a lead capacity in coordinating the enforcement and administration of Chapter 10 of the City of Houston's Code of Ordinances. May perform advance duties related to emergencies and abatement.

### **RESPONSIBILITIES:**

- Serves as a Field Training Officer (FTO) by performing inspection-related activities.
- Performs more complex inspections of sites to enforce ordinances concerning high grass and weeds, junk motor vehicles and dangerous buildings.
- Responds to inquiries from citizens, governmental officials and various City departments.
- Responds to emergency investigations and facilitates abatements.
- May testify in court proceedings and/or administrative hearings regarding code violations.
- Secures permits for the connection of the irrigation system to the water supply.
- Performs other special assignments as required.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED.

#### **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:**

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

#### **COMPLEXITY:**

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

## **SPECIFICATIONS: (continued)**

### **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.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves lead duties, such as program/project coordination or general review of work of code enforcement inspectors.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the 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 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*