



CODE ENFORCEMENT OFFICER
SALARY: Entry \$2534.00 Monthly

POSITION SUMMARY

The City of Athens is currently seeking a Code Enforcement Officer who under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, water, waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

ESSENTIAL FUNCTIONS:

- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; including but not limited to:
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at residence or business to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations;
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary;
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Attend meetings and serve as a resource to other City departments, the general public, as well outside agencies in the enforcement of zoning regulations.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent with specialized training and/or college level coursework in criminal justice, public administration, business administration or related field highly desirable. One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Office procedures including report preparation & equipment including computers and supporting word processing and spreadsheet applications Experience that includes the enforcement of municipal codes is highly desirable.

Valid Texas driver's license. Possession of, or ability to obtain within one year of appointment, certification as a Code Enforcement Officer issued by the CEAT.

KNOWLEDGE OF:

Operations, services, and activities of a municipal code compliance program.

Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas. Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations. Legal actions applicable to code enforcement compliance. Geographic features and locations within the area served.

PLEASE APPLY BY COMPLETING THE EMPLOYMENT APPLICATION WHICH CAN BE FOUND AT www.athenstexas.us
Human Resources or obtained at the City of Athens, Human Resources Department, 508 E. Tyler, Athens, TX 75751
Phone : 903-677-6639 • Fax : 903-675-7562 • Email : humanresources@athenstexas.us

**This position is open until filled. The City of Athens is an Equal Opportunity Employer and values diversity in its workplace.
Applicants selected as finalists for this position will be subject to a comprehensive background check.**