



1200 East Broad Street
Mansfield, Texas 76063
Telephone: 817-276-4267

JOB CLASSIFICATION: Code Compliance Officer
DEPARTMENT: Development Services **SALARY:** \$33,849 – \$47,389 DOQ
APPLICATIONS ACCEPTED UNTIL FILLED

JOB DESCRIPTION:

Under the general supervision of the Code Enforcement Supervisor, duties include conducting inspections and identifying code violations; preparing and mailing various reports, notifications and citations; meeting with homeowners, renters and business owners to facilitate voluntary code compliance and final resolution; making court appearances; answering questions and providing information regarding zoning and code violation issues and minimum standards for residential, multi-family and commercial properties. Duties also include completing data entry; maintaining accurate records; and assisting special projects as needed. Must also have clear understanding of city ordinances and codes; and possess good communication and presentation skills. Regular schedule will include evening hours and Saturdays.

EXAMPLES OF WORK TO BE PERFORMED:

- Provide direction when deficiencies or violations are discovered and issue “Stop Work” orders or citations for noncompliance with appropriate codes. Investigate complaints, make reports of field inspections and may consult with the City Attorney and act as a witness in prosecution of code violators.
- Investigate complaints and notify the parties out of compliance with ordinances what changes are required and develop written evidence for possible legal action.
- Patrol neighborhoods identifying violations of health, building, zoning and other City ordinances and enforcing the applicable law. Enforce ordinances in response to complaint calls, dispatched calls or personal observation.
- Investigate and assist in the legal process of the abatement of abandoned and dangerous buildings.
- Maintain an accurate daily log and a list of current inspections, complaints and problems reported so that the status can be determined at all times. Prepare all necessary documents and input all cases into the computer program. Prepare cases for court and appear in court as needed.
- Inspect new residential structures, remodels, additions and accessory structures to ensure compliance with applicable codes and ordinances.
- Answer questions regarding various codes and ordinances, receive and log complaints, putting hostile and upset people at ease.
- Responsible for the care, condition and use of city equipment.
- Related work as required.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Ability to gain knowledge of the City of Mansfield code of ordinances, zoning codes and oversee its enforcement.

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- Ability to communicate professionally, tactfully and effectively with the public, developers, co-workers, administrative staff, local agencies and members of City Council.
- Ability to make clear and concise decisions regarding life, health and safety issues in regards to the public.
- Ability to maintain records.
- Ability to prepare reports.
- Skill in communicating effectively orally and in writing.
- Ability to handle multiple assignments.
- Knowledge of computer operations for daily input.
- Ability to work evenings and weekends as needed.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED
- Current Registered Code Enforcement Officer License issued by the Texas Department of State Health Services preferred, or be required to obtain a Registered Code Enforcement Officer License by the Texas Department of State Health Services within one year of hire.
- Two years' experience in code enforcement preferred.
- Valid Texas driver's license.

WORKING CONDITIONS:

- Frequent exposure to pressure from interpersonal conflict and deadlines. Requires nearly constant contact with the public, great mental effort is required daily, moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines.
- Intermittent exposure to stressful situations as a result of human behavior and the demands of the position.
- Field inspections required frequent exposure to heights, construction site hazards and weather.
- Frequent exposure to wet and/or humid conditions.
- Frequent exposure to lifting and removing debris

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

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- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
 - Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Grasping. Applying pressure to an object with the fingers and palm.
 - Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
 - Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
2. **The physical requirements of this position**
- Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
3. **The visual acuity requirements including color, depth perception, and field vision.**
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 - The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures.
4. **The conditions the worker will be subject to in this position**
- The worker is subject to both environmental conditions. Activities occur inside and outside.
 - The worker is subject to extreme cold. Temperatures typically below 32° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
 - The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
 - The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
 - The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
 - The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
 - The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

EMPLOYER block and go to the next block. Start with your current status and work backward. If you need additional space, use a plain sheet of paper using the format below for each additional position. You may attach a resume or other documents. COMPLETE EACH SECTION FULLY.

CURRENT EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ To _____

REASON FOR DESIRING CHANGE: _____

STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** _____

YOUR DUTIES: _____

LAST EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ To _____

REASON FOR LEAVING: _____

STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** _____

YOUR DUTIES: _____

NEXT PREVIOUS EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ To _____

REASON FOR LEAVING: _____

STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** _____

YOUR DUTIES: _____

NEXT PREVIOUS EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ To _____

REASON FOR LEAVING: _____

STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** _____

YOUR DUTIES: _____

PLEASE EXPLAIN IN DETAIL ANY TIME LAPSES DUE TO UNEMPLOYMENT OR OTHER REASONS.

LIST LICENSES or CERTIFICATIONS RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.

LIST PROFESSIONAL OR TECHNICAL LICENSES, REGISTRATION, CERTIFICATES, OR MEMBERSHIPS YOU POSSESS.

CHECK ALL SKILLS OR ABILITIES, BELOW, THAT YOU POSSESS THAT RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING.

Typing / Speed _____ WPM Ten-Key Calculator
 Computer List programs in which proficient: _____

FOR TRADES JOBS ONLY:

- Truck List type(s): _____
- Backhoe List type(s): _____
- Grader List type(s): _____
- Dozer List type(s): _____
- Tractor List type(s): _____
- Mower List type(s): _____
- Other equipment List type(s): _____

EDUCATION

SCHOOL	NAME AND LOCATION	FROM	TO	GRADUATED/COMPLETED
High School				Diploma GED
Trade School				Course of Study _____ Certification _____
College				Degree obtained _____ Major _____ Minor _____
Other				

ACKNOWLEDGEMENT

READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment with the City of Mansfield whenever it is discovered.

I give the City of Mansfield the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Mansfield and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The City of Mansfield does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only six (6) months for the position for which application is made. I acknowledge that this application, once submitted to the City of Mansfield, becomes the property of the City of Mansfield.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the City of Mansfield reserves the same right to terminate my employment during the probationary period at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Mansfield, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the policy of the City of Mansfield not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date: _____



Human Resources
1200 East Broad Street
Mansfield, Texas 76063
(817) 276-4267

READ CAREFULLY BEFORE SIGNING

Prior to employment, applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for and as it may assist in determining character traits of the applicant. However, falsification of the application will result in disqualification for employment.

All applicants for full time or regular part-time positions are requested to take a physical examination, INCLUDING DRUG SCREENING.

All job offers are contingent on the successful completion of reference checks, police check, driver's license check (if applicable), and physical exam (if applicable).

All applications become the property of the *City of Mansfield*. Applications will be kept on file six months.

I hereby request and authorize you to render any information regarding my employment, character, qualifications, habits, reputation, credit, medical history, past record of performance, or any other pertinent information to the City of Mansfield. Any information furnished is at my express request and for my benefit.

I hold said representative or agent furnishing aforesaid information harmless, and I do hereby release them from any and all liability for damage of whatsoever nature because of furnishing such information.

I further understand that this information will be "confidential" between the City of Mansfield and all other parties involved.

Signature of Applicant

Date

Print Name: _____ Today's Date: _____
Last First Middle Maiden Month Day Year

SUPPLEMENTAL INFORMATION CARD

The information on this card is used for statistical reporting to various regulatory agencies only. It will be detached from your application and will in no way be used in consideration of your application for employment.

Position applying: _____

Race/Sex: Female Male

- A. American Indian or Alaska Native
- B. Asian
- C. Black or African American
- D. Hispanic or Latino
- E. Native Hawaiian or Other Pacific Islander
- F. Two or more races
- G. White

How did you learn of this position?

- Dallas Morning News
- Employee Referral
- Fort Worth Star Telegram
- HR Office
- Mansfield News-Mirror
- Professional Magazine*
- Texas Workforce Commission
- Other * _____

Birth Date: _____
Month Day Year

Internet Site

- Career Builder
- City
- Monster
- TML
- Other *

Specify Which:

- _____
- _____
- _____
- Other *

Birthplace: _____ U.S. Citizen Yes No

Have you previously worked for the City? No Yes If yes, when? _____
Mo. Year to Mo. Year

Department: _____ Position: _____

Under what other names have you been employed? _____



Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: _____

Social Security _____ *Date of Birth _____ / _____ / _____

Current Address _____

City/State/Zip _____

Driver's License # _____ State _____

Prospective Employer _____

Applicants Signature _____

** Notary Signature _____ Printed _____

State _____ County _____ Commission Expires _____

* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes. ** Only when requested