



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

JOB CLASSIFICATION: Property Maintenance/Code Compliance Supervisor
DEPARTMENT: Development Services Salary: \$50,000 - \$70,000 DOQ
APPLICATIONS ACCEPTED: October 23, 2015 - until filled

JOB DESCRIPTION:

Under general supervision of the Chief Building Official; the Property Maintenance/Code Compliance Supervisor is responsible for the surveillance, control, and review of specific environmental health, zoning, and building ordinances. Duties involve inspection, review, and enforcement of applicable codes and ordinances including nuisance abatement, property maintenance, housing, signs, noise, and other related work as required. This is a highly visible position, requiring interaction with the general public in situations which may involve conflict resolution and diplomacy. Requires excellent skills in public discourse.

EXAMPLES OF WORK TO BE PERFORMED:

- Investigate and respond to citizen complaints regarding City codes and ordinances and initiate appropriate action.
- Perform difficult investigations and inspections; take appropriate enforcement action with conclusive results.
- Review code-related documents and specifications for compliance with all applicable building codes and city zoning requirements.
- Prepare written reports; recommend any corrective actions that are necessary to ensure compliance.
- Explain codes, regulations, and procedures to the public, other public agencies, and city staff.
- Ascertain and gather facts related to applicable ordinances, codes, laws, rules, and regulations and determine and institute proper action to be taken.
- Operate various types of standard office equipment.
- Perform typing as may be required.
- Organize inspection schedules and keep accurate records of all reports.
- Pursue any necessary enforcement actions as directed by the Chief Building Official.
- Inform public by phone, letter, and in person regarding code regulations and violations.
- Prepare reports and correspondence for review and approval by Chief Building Official. Assist with budget preparation as needed.
- Issue warning notices, notices to appear, and citations.
- Research and prepare cases for prosecution and testify in court.
- Build and maintain positive working relationships with co-workers, other city employees, and the public using principals of good customer service.
- Provide lead, direction, and training to Code Compliance Inspectors.
- Read and interpret laws, rules, and regulations.
- May require work on evenings, holidays, and/or weekend hours.
- Performs building inspections as needed and/or directed in the absence of Building Inspectors.
- Performs other work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of routine office procedures.

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- Knowledge in operation of personal computer, and with Word, Excel and MyGov programs.
- Ability to understand and follow oral and written instructions and to request clarification when needed.
- Express oneself clearly and concisely both orally and in writing.
- Prepare and present clear, concise, and comprehensive verbal and written reports.
- Deal successfully with citizens, business owners, homeowner groups, city employees, and city elected officials.
- Contribute to the overall effectiveness of the Division by being conscientious and professional in assigned work and relationships with staff and clients.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- High School Diploma or G.E.D. required, Associates Degree in related field is preferred.
- Three years' experience performing municipal code enforcement in a public agency.
- A Registered Code Enforcement Officer's license issued by the Texas Department of State Health Services.
- State Plumbing Inspector License issued by the Texas State Board of Plumbing Examiners or ability to obtain within six (6) months of employment.
- Possession of or ability to obtain within twelve (12) months of employment International Code Council (ICC) Property Maintenance and Housing Inspector (64) certification.
- ICC Residential Building Inspector (B1) preferred.

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.
- 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.

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- 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.
 - Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- 2. The physical requirements of this position**
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- 3. The visual acuity requirements including color, depth perception, and field vision.**
- 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 environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
 - The worker is subject to outside environmental conditions. No effective protection from the weather.
 - 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 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.
 - The worker is required to function in narrow aisles or passageways.