



## Job Description Code Enforcement Officer

Pay Grade: LD10  
Revision Date: 6/7/2022

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** Two (2) to three (3) years general office experience

**Minimum Education Requirements:** High school diploma or GED

**Department:** Development Services

**Direct Supervisor:** City Manager or designee

**Supervisory Responsibility:** Direct (0); Indirect (0)

**Primary Work Location:** Works inside in an office setting and outdoors.

**Certification:** Valid Texas Driver's License-Class C; Texas Department of Health Code Enforcement Officer.

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**Job Summary:** Under the supervision of the City Manager or designee, is position is responsible for on-site inspections of commercial and residential properties in the City including the investigation of potential violations and the enforcement of municipal codes, ordinances and regulations.

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### Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- Seek compliance with City ordinances from citizens and businesses, act as liaison between the complainants, alleged violators and the City.
- Schedule and conduct inspections for compliance with City Codes and Ordinances; document discrepancies; write reports; communicate results of inspection and conduct follow-up inspections.
- Investigate complaints of violation of City code, appropriate zoning ordinances, sign regulation and related laws, ordinances, or codes; issue courtesy notices, notices of violation, citations, correction notices, and stop work orders to ensure compliance; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; document violations; and testify in court.
- Complete administrative duties by responding to phone calls, emails; copy and fax information; post inspection information to the computer; compile reports; and maintain files; prepare a variety of written reports, memoranda, and correspondence.
- Perform other related duties as assigned.
- Prepare and give presentations to businesses or homeowner associations, as well as providing back-up assistance as inspector for building inspection department.
- Attend staff and board meetings.
- Assist coworkers with tasks in mailing, delivering of packets, and stop work orders.
- Conduct daily compliance patrols.
- Prepare evidence in support of legal action taken by the City. Appear in court as necessary. Testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code compliance activities to substantiate violations.
- Communicate with members of City Staff, Police and City Council members.



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- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations. Determine proper method to resolve violations.
  - Assist in researching, drafting, and rewriting municipal codes. Participate in the development of forms and processes utilized to address various issues.
  - Perform other duties as assigned or required.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- City organization, operations, policies and procedures.
- Record keeping and file maintenance principles and procedures.
- General construction practices and methods.
- Customer service standards and protocols.
- Read, understand, interpret, apply, and enforce City codes and ordinances pertaining to signage, housing standards, zoning, and public health, and to prepare detailed reports.
- Establish and maintain harmonious working relationships with citizens, developers, City officials, and co-workers.

#### Skills

- Handle large sums of money.
- Must be able to operate personal computer.

#### Abilities

- Skill in effective oral and written communications.
- Assessing and prioritizing multiple tasks, projects and demands.
- Effective communication, both verbal and written.

#### Physical Demands

The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Carrying, raising, and climbing ladders, and carrying equipment up and down ladders.
- 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.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending legs and spine.
- Dragging and carrying equipment and tools.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fine Motor Skills: 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.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.



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- Hearing 1: 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 discrimination in sound.
  - Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
  - Kneeling: Bending legs at knee to come to a rest on knee or knees.
  - Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
  - This position is somewhat strenuous often requiring some physical exertion and/or lifting of moderate weight (<40 pounds).
  - Mechanical Acuity: Ability to operate a variety of tools and equipment.
  - Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
  - Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Reaching: Extending hand(s) and arm(s) in any direction.
  - Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
  - Standing: Particularly for sustained periods of time.
  - Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
  - Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Talking 2: Speaking in order to be heard above ambient noise level.
  - Visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
  - Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
  - Visual Acuity 2: Including color, depth perception, and field vision.
  - Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
  - Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
  - Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines, using measurement devices, and/or assembly or fabrication parts at distances close to the eyes.
  - Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Wearing safety gear and equipment.

### Work Environment

- The noise level in the work environment is usually quiet.
- Work will be performed indoors in an air-conditioned office and outdoors with exposure to extremities of weather and temperature.



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- Work hours are regularly 8:00 a.m. to 5:00 p.m., with some weekend evenings and court appearances.
- This position often involves occasional exposure to uncomfortable temperature, noise, chemicals/gases, contagious diseases, and/or physical trauma.

### Safety Requirements

The employee is required to follow all safety procedures as outlined in the Lake Dallas Safety and Personnel Manuals.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### Signatures / Date

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Signature

\_\_\_\_\_  
Date

Effective Date: