
JOB DESCRIPTION

Job Title: Code Enforcement Officer **Department:** Police
Class: **Pay Group:** 10
FLSA Status: Non-Exempt **EEOC Category:** Technician
Reports To: Chief of Public Safety or Designee

Objective

Conducts on-site inspections and initiates abatement procedures to ensure residential and commercial property complies with applicable codes and ordinances, and performs other duties as assigned.

General Statement of Duties

To proactively address quality of life issues within the City of Hillsboro.

Essential Duties and Responsibilities

Conducts field inspections to ensure compliance with all applicable tall grass, junked vehicles, nuisance, sub-standard structures, parking and related city ordinances and codes.

Initiates code violation abatement procedures as appropriate.

Responds to requests for code interpretation and application from property owners and officers.

Provides information to citizens on ordinances concerning tall grass, junked vehicles, nuisance, sub-standard structures, and parking ordinances.

Prepares and maintains proper paperwork for each separate investigation.

Issue's citations when applicable to violators of above noted ordinance violations.

Serve as Animal Control Officer as needed.

Be able to work flexible shifts.

Perform special assignments.

Prepares daily and monthly reports.

Testify in court as required.

Performs such other related duties as may be assigned.

Supervisory Responsibilities

None

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Problem Solving** – Identifies and resolves problems in a timely manner; develops alternative solutions; uses reason even when dealing with

- emotional topics.
2. **Project Management** – Communicates changes and progress; completes projects on time and within budget.
 3. **Technical Skills** – Assess own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
 4. **Customer Service** – Manages difficult or emotional situations; responds to requests for service and assistance; meets commitments.
 5. **Interpersonal Skills** – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas.
 6. **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
 7. **Written Communication** – Writes clearly and informatively; able to read and interpret written information.
 8. **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
 9. **Leadership** – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
 10. **Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
 11. **Cost Consciousness** – Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
 12. **Diversity** – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
 13. **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
 14. **Judgment** – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
 15. **Motivation** – Demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
 16. **Planning and Organization** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.
 17. **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
 18. **Quality** – Demonstrates accuracy and thoroughness; looks for ways to

- improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
19. **Quantity** – Completes work in a timely manner; strives to increase productivity; works quickly.
 20. **Safety and Security** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe or unsecure conditions; uses equipment and materials properly.
 21. **Adaptability** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
 22. **Attendance and Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
 23. **Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternative plan.
 24. **Innovation** – Meets challenges with resourcefulness; generates suggestions for improving work.

Education and/or Experience

High school diploma or general education degree (GED) and two years of related experience and/or training in project management; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals in English. Ability to effectively present information in English and respond to questions from groups of managers, clients, customers, and the general public.

Computer Skills

To perform this job successfully, an individual should have operating knowledge of Windows XP Professional operating software; Internet Explorer 6.0 Internet browser software; Microsoft Excel 2003 spreadsheet software and Microsoft Word 2003 word processing software.

Physical and Environmental Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Certificates and Licenses Required:

Valid Class "C" Texas driver license. Attain Code Enforcement Certification within 1 year.