



CODE ENFORCEMENT OFFICER PART TIME

Pantego occupies about one square mile in the heart of Dallas-Fort Worth (DFW) – the nation's fourth largest metro area. We are two miles north of I-20 and bounded on three sides by Arlington. Though our weekday population exceeds 200,000, the residential population is just 2,650.

Staff, under the direction of the Mayor and Council, strive to preserve the small-town charm that our residents appreciate. Still, Town Hall is within ten miles of AT&T Stadium (home of the Dallas Cowboys), Globe Life Field (home of the Texas Rangers), Texas Live!, and Six Flags; or, thirty minutes from Fort Worth's historic Stockyards, downtown Dallas, or DFW International Airport.

*"SMALL TOWN CHARM...
BIG CITY OPPORTUNITIES"*

APPLY TODAY

TOWNOFPANTEGO.COM/JOBS

Submit application to:

Christie Barris

Human Resources

HR@townofpantego.com

1614 S Bowen Road,

Pantego, TX 76013

Resumes are welcomed as an accompaniment to applications but cannot be provided in lieu of. The Town of Pantego is an equal opportunity employer. The Texas Public Information Act (PIA) may require disclosure of applicant information.

THIS ROLE

This is a part-time position as a Code Enforcement Officer. One needs to be skilled in administrative and inspection work on the enforcement of the various codes and ordinances. This individual will perform a routine inspection of sites to enforce ordinances concerning high grass, weeds, junk, abandoned vehicles, and dangerous buildings. This person also performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations. Work is performed with considerable independence with established laws, codes, ordinances, and technical guidelines, and is reviewed by an administrative superior.

COMPENSATION

Starting salary is \$19.50 to \$23.50 / hour (DOQ)

TITLE	CODE ENFORCEMENT OFFICER
CLASSIFICATION	Part-Time, Hourly
COMPENSATION	\$19.50 - \$23.50
SCHEDULE	Flexible
FACILITY	Public Works (1614 S Bowen Road, Pantego TX 76013)
REPORTS TO	Public Works Director
WORKS ALONGSIDE	Public Works and Police Department
COORDINATES WITH	Town Hall

JOB SUMMARY

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MINIMUM QUALIFICATIONS

- HS Diploma / GED (or equivalent)
- Valid Class C Texas Driver's License
- Pre-employment drug screening
- Possess a valid Code Enforcement License issued by the Texas Department of Licensing and Regulation (TDLR)

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate (read, write, and speak) effectively in the English language, English usage, spelling, grammar, and punctuation
- Modern office procedures, methods, and equipment including computers
- Business letter writing and basic report preparation
- Effectively communicate technical information, orally and in writing, to contractors, property owners, employees, other governmental agency representatives, City officials, and the public
- Analyze situations, problems, and data, and use sound judgment in drawing conclusions and making decisions
- Establish and maintain working relationships with citizens, employees, supervisors, and the public
- Handle stressful situations and effectively deal with difficult or angry people
- Enforce laws, ordinances, codes, and regulations of the Town and State; with tact, and impartiality
- Learn local geography including the location of streets, water mains and hydrants, and the major hazards of the Town
- Prioritize and organize various assignments to produce efficient and effective results
- Maintain appropriate performance regarding assigned duties and responsibilities.

Job descriptions published by the Town of Pantego, Texas, are not intended to be an exhaustive listing of all responsibilities, duties, or skills required. The duties listed are illustrative of the various types of tasks that may be required. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to this role. Details listed herein are subject to review and alteration at any time – with or without notice. Though every effort is made to ensure accuracy, errors contained within shall not be binding.

CORE RESPONSIBILITIES

- Periodically patrols or inspects the Town of Pantego to monitor for violations of local codes
- Responds to complaints of potential code violations relating to signing, high grass, and weeds, nuisances, hazardous conditions, dangerous buildings abatement housing conditions, land use, zoning, subdivision ordinances, animals, noise, dumping, polluting, or other code related matters
- Performs work by safety policies and procedures
- Conducts investigations of potential violations; gathers evidence; questions witnesses; compares facts to code requirements; makes findings and issues warnings, correction notices, or citations
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures Code Enforcement
- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position
- Coordinates efforts with the Police, planning, building, and related departments, the city attorney, and other staff or agencies, as needed
- Works with police and prosecutors to obtain written or tape-recorded statements, depositions, or admissions, as needed
- Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to the successful prosecution
- Performs related work or any other duties as may be required or requested.

PHYSICAL DEMANDS

- Position requires the ability to stand, sit, run, walk, push, pull, squat, kneel, twist, reach, crouch, crawl, climb and stoop while assisting others or working alone.
- Walking, standing, or sitting for extended periods may be required in this position during the day-to-day functions. You may be required to drive and operate a motor vehicle according to state and local regulations for extended periods.
- Maintain effective audio-visual discrimination and perception is needed for making observations, communicating with others, reading and writing, and operating assigned equipment. Possibly dealing with personal danger which may include exposure to (a) natural and man-made disasters; (b) hazardous materials and/or toxic gases.
- This position also requires repetitive hand movement in using a computer keyboard and typewriter.
- Must be able to lift and carry up to 40 pounds of supplies or working materials.

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