



**Job Title:** Code Enforcement Officer  
**Pay:** \$15.68 - \$24.43  
**FLSA:** Hourly  
**Location:** 1829 Sam Houston, Liberty, Texas 77575

---

### **Duties and Responsibilities**

Overview: Under general supervision, the Code Enforcement Officer is responsible for protecting the public health, welfare and safety by enforcing various environmental and health codes, ordinances and regulations of the City of Liberty and the State of Texas.

Essential Job Functions: Enforces code violations related to high grass, junk motor vehicles, illegal dumping, standing water, illegal signs, dilapidated structures and other issues; issues notices of violation, citations and nuisance abatement work orders for city contractors; responds to and investigates complaints from citizens; interacts verbally and in writing with city staff, elected officials, property owners and members of the public; provides information related to the city's code enforcement process; maintains records and documentation related to code enforcement cases; prepares written reports, memos and letters; represents the city in Municipal Court when needed; assists the Building Official with various permits and inspections; files alcohol beverage permits with the appropriate state and/or county agencies; assists with enforcement of the city's Game Room ordinance; interacts frequently with other city departments.

Other Job Functions: Performs other duties as required. Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **Working Conditions**

Must be available to work 8:00 a.m. – 5:00 p.m., Monday thru Friday and other times when necessary. Must be able to work overtime when needed; must be able to work weekends when needed. Works inside and outside in all kinds of weather; exposed to noise, dirt, dust, heat, and



various insects; requires driving, standing, walking, sitting, stooping, bending, twisting and lifting heavy objects; deals with modestly unpleasant situations.

### **Minimum Essential Qualifications**

Knowledge: Must have knowledge of state and local laws related to code enforcement; must have knowledge of the council-manager form of local government; must have knowledge of the international building code; knowledge of office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Skills/Abilities: Must be able to use a computer and windows-based software; must be able to use a telephone and printer; must be able to use a cell phone; must be able to operate a digital camera; must have strong verbal and written communication skills; must have strong customer service skills; must be a team player; must be willing to learn new skills; must be a hard worker.

Physical Requirements: Constantly sees and hears; frequently drives, kneels, stands, walks, operates a calculator, operates a personal computer, types, enters data, cleans, runs, sorts, twists body, carries, drags and lifts objects weighing up to 50 pounds, holds, pulls and pushes objects weighing up to 50 pounds, climbs, squats, stoops, and crawls; frequently files and types; drives a motor vehicle daily.

Education/Experience: Must have high school diploma or equivalent; Must be able to obtain Texas Code Enforcement License within one (1) year of employment.

### **Other**

Must possess a valid Class C driver's license with a good driving record. Proficiency in speaking Spanish is preferred. Other state valid Class C driver's licenses with a good driving record will be considered. **Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.**

The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting pay.