



City of Lucas -- Job Description

Position Title: Code Enforcement Officer
Position Code: N/A
Department: Development Services
FLSA Status: Non-Exempt
Revised: November 4, 2016
Emergency Status: Post Impact/Recovery Assigned

Leadership

Supervisor: Development Services Director
Direct Reports: None

Position Purpose

Insures compliance with the Lucas Municipal Codes as defined in the Code of Ordinances through voluntary means and education when possible. Detailed assessment of violations and follow through to remedy noncompliance is required. Also responsible for routine repair, maintenance and cleaning of City Hall to achieve a clean, safe, and attractive environment.

Essential Functions

- Performs enforcement activities as it relates to compliance with the City of Lucas Municipal Codes as defined in the Code of Ordinances.
- Provides extraordinary customer service when responding to citizen concerns and addresses code violations.
- Serves as a resource to the general public in explaining City of Lucas ordinance requirements.
- Issues warnings and citations for noncompliance as necessary using good judgment regarding the circumstances associated with the situation.
- Creates necessary reports and information to prepare for cases to be heard by Lucas Municipal Court and attends court proceedings as needed.
- Cleans windows, inside and outside, and changes light bulbs, fluorescent tubes, and filters, etc.as needed.
- Performs building maintenance activities including, but not limited to, the following:
 - Cleans building interior, including waiting areas, meeting rooms, offices, restrooms, kitchen, windows, inside and outside, as needed.

- Collects trash and dispose of waste to keep buildings, offices, kitchen, restrooms, and facilities as needed.
- Removes debris and trash from walkways, driveways, parking lots, and grounds to ensure premises are kept orderly.
- Restocks supplies (paper towels, toilet paper, soap, etc.) in kitchen and restrooms and monitors inventory of supplies.
- Checks, cleans, and maintains equipment frequently to ensure proper and safe operation.
- Sets up and arranges meeting and conference rooms, dismantle/rearranges equipment, fixtures, or furnishings to ensure chairs and tables are available as requested.
- Checks and inspects areas for hazards and spills to ensure a safe, clean environment.

Secondary Functions

- Perform as responsible steward of the public trust and strive for excellence in public service, enhancing the quality of life for all.
- Act in a civil, respectful manner at all times to citizens, management, co-workers and others.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to Human Resources and/or City Manager.
- Participate in proactive team efforts to achieve departmental and City goals.
- Provide leadership to others through example and sharing of knowledge/skill.
- Complies with policies, procedures, rules, and regulations set forth by the city.
- Perform other duties as assigned.

Mandatory Work Schedule:

There are times within each month/year that your position is required to work and time off will not be allowed, with the exception of emergency circumstances. Attendance is required for all times to cover the departmental operations and special events such as Founders Day, Country Christmas, Clean-up Events, etc.

Capital and/or Fiscal Responsibility

- Responsible for adhering to all City of Lucas Purchasing Policies while performing purchasing tasks.
- Process paperwork for purchases to supervisory approvals requirements.

Credentials (minimum preferred)

- ❖ **Knowledge/Skills/Abilities**
 - Attain Code Enforcement Certification from the State of Texas.

- Basic knowledge of custodial/janitorial duties, gardening/grounds keeping, carpentry, plumbing and electricity.
- Ability to establish and maintain an effective working relationship with all levels of management, City officials, other employees, and the general public.
- Ability to recognize safety hazards and avoid injury to self and others.
- Ability to follow oral and written instructions.
- Required to drives City vehicles to make pickup and deliveries.
- Ability to perform basic carpentry, electrical, and plumbing work.

❖ **Formal Education/Certification/Licenses**

- High school graduation or equivalent.
- Ability to pass Code Enforcement Certification within 6 months of employment.
- Valid Texas Driver License with acceptable driving record

❖ **Prior Experience**

- Minimum of 1 year previous related experience or combination of training and experience.

Tools and Equipment Used

Personal Computer, telephone, fax and postage machine, copier, printer, and scanner.

Physical Demands

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 frequently required to stand, walk, using hands to finger, handle, feel or operate objects, tools, or controls; reaching, stooping, kneeling, climbing, and reach with hands and arms. The employee is occasionally required to walk; lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works both indoors and outdoors and may be exposed to extreme temperatures, dust, and mechanical and chemical hazards.

Selection Guidelines

Formal application, rating of education and experience; oral interview, reference check and pre-employment drug screening; job related tests may be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____