

Job Description

Position:	Building Compliance Supervisor	City of Marlin, Texas
Department:	Building Permits and Code Enforcement	Nonexempt Status
Reports to:	City Manager	Full time
Date:	June 5, 2024	\$40,000.00-49,000.00

JOB SUMMARY

This is a highly responsible supervisory position which requires current Certification from the State of Texas as a Code Enforcement in addition to hands on experience with zoning and zoning ordinances, enforcement, housing codes and ordinances, nuisance violations, health ordinances, building permits, basic legal processes related to code enforcement and municipal courtroom experience. Duties include but are not limited to insuring the performance of inspections of all types, investigation of complaints and compliance with City and State Regulations, public relations with property owners and various other governmental departments.

- Responds to citizen inquiries by phone, mail, or in person.
- Inspect or cause to be inspected various properties and establishments while responding to complaints of violations including, but not limited to, sewage, trash, vehicles, swimming pools, high grass and weeds, signs, inspect various properties and establishments.
- Meet directly with property owners of various properties and establishments regarding violations of ordinances and permits.
- Issue citations and/or file affidavits of intent to prosecute and testify in court in those cases when voluntary compliance is not obtained.
- Work with the City Attorney on all citations to ensure a successful resolution of citations issued.
- Maintain accurate records of activities.
- Develop and implement written Standard Operating Procedures for the Department.
- Receive complaints and educate the public about Code Enforcement activities and requirements.
- Prepares agendas and documents for the Planning and Zoning Commission as well as the Construction Board of Adjustments and Appeals meetings.
- Reviews plans, counsel contractors, property owners and other relating to subdivision of land and building codes.
- Performs and/or causes to be performed zoning, plumbing, mechanical, electrical, building, public utilities, and street construction inspections.
- Reviews and approves all inspections to determine compliance with all state, federal, municipal laws, and ordinances.
- Develop and implement written standard operating procedures for the issuance of building permits and the collection permit fees.
- Work with the Finance Director regarding the collection and process of building permit fees.
- Work with Finance Director to determine, update and propose building permit fee rates.
- Reviews blueprints and schematics ensuring compliance with ordinances and laws.

- Flood Plan and Zoning Administer.
- Supervises employees.
- Works with Marlin EDC for proposed new construction or renovations projects.
- Performs other duties as required by the Fire Chief.

MINIMUM REQUIREMENTS:

College Degree (4 year). Current certification from the State of Texas as a Code Enforcement Officer. Hands on experience with zoning and zoning ordinances, enforcement, housing codes and ordinances, nuisance violations, health ordinances, basic legal processes related to code enforcement and municipal courtroom experience.

ACCEPTABLE EXPERIENCE AND TRAINING:

Minimum of six (6) years' experience or combination of experience/training and/or college in building inspection, knowledge of pertinent codes and ordinances administered by the building department, knowledge of legal procedures involving enforcement of building codes.

CERTIFICATES AND LICENSES REQUIRED:

- Must be bondable.
- Possess current Texas Code Enforcement Officer Certification at time of application.
- Must possess, at the time of employment and continuously throughout employment, a valid Texas motor vehicle operator's license.

PHYSICAL REQUIREMENTS:

- Maintain a degree of physical fitness necessary to perform all tasks outlined in this job description.
- Duties require walking, sitting, standing.
- The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Working time may require irregular hours, long hours and/or on-call response with no prior notice.

LANGUAGE SKILLS:

Excellent knowledge of City and State Regulations; knowledge in the preparation and maintenance of legal documents; Skilled in the use of computerized code enforcement systems and other computer programs; Knowledge of general office procedures and practices; Ability to prepare accurate and timely complex records; Ability to communicate effectively, both orally and in writing.

- Ability to read, analyze and interpret financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, city council and/or public groups.
- Ability to provide expert testimony in court atmosphere.
- Skill in effective oral and written communications for the purpose of exchanging information; internal staff, citizens, other department's staff and city officials.
- Ability to prepare clear, accurate and comprehensive reports and recommendations, expressing ideas and concepts thoroughly and concisely.
- Ability to understand and carry out both oral and written instructions.

REASONING ABILITY:

- Ability to define problems collect data, establish facts, and draw valid conclusions.
- Ability to exercise good judgment.
- Ability to assess situations, exercise sound judgment, and take appropriate action in stressful situations while remaining cognizant of the department's confidentiality requirement and City's public relations policy.
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action.
- Ability to think clearly and make logical decisions in stressful situations.

PUBLIC RELATIONS:

- Working to establish favorable public relations.
 - Receives and disposes of complaints.
 - Ability to write reports and business correspondence.
 - Ability to effectively present information and respond to questions from the public.
 - Ability to calculate figures and amounts such as proportions, percentages, area circumference and volume.
- Ability to have strong written and verbal skills.

Employee Acknowledgement: _____ Date: _____

Note: This job description should not be interpreted to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instruction and perform any related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.