



**CITY OF WILMER, TEXAS
JOB DESCRIPTION**

TITLE: CODE ENFORCEMENT
DEPARTMENT/DIVISION: WATER & SEWER DEPARTMENT

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.

POSITION SUMMARY

Under close supervision of Building Official, performs a variety of entry level investigations and inspections existing structures to determine if unsafe or illegal conditions exist.

SUPERVISORY RELATIONSHIP

This position reports to the Building Official.

ESSENTIAL JOB FUNCTIONS

Essential job functions include but are not limited to:

1. Under general direction, investigates complaints regarding "Non-Building Code" City Ordinance Violations.
2. Issue notices or citations to correct code violations, when warranted.
3. Testifies in court regarding violations, as needed.
4. Assists general public regarding the processes related to construction and code requirements
5. Supports and ensures the success of the Building Permitting Process from application to Certificate of Occupancy.
6. Subject to call out for Emergency Inspections.
7. Performs related duties as directed by Chief Building Official.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of Code Violations
2. Knowledge of machinery, equipment and tools necessary for the maintenance of public utilities.
3. Knowledge of basic construction practices and procedures.
4. Knowledge of common hand and power tools.
5. Knowledge of basic preventive maintenance on assigned equipment.
6. Knowledge of occupational hazards and safety precautions.
7. Skill in following oral and written instructions.
8. Skill in operating and working around traffic and moving equipment.
9. Skill in following safety practices and recognizing safety hazards.

EDUCATION AND EXPERIENCE

EXPERIENCE and TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

High School diploma or equivalent required.

Valid Texas Driver's License

Three (3) years directly related experience in Building Inspection, or five (5) years of experience in General Construction or Building Trades, including reading construction plans/ blueprints.

SPECIAL REQUIREMENTS

Ability to work weekends and holidays, be on call and respond to calls during non-working hours.

LICENSE & CERTIFICATIONS

- Licensed Journeyman or Master Plumber and/or Texas State Plumbing Inspector License or the ability to obtain within one (1) year of employment.

-OR-

- Licensed Journeyman or Master Electrician with the ability to obtain a Texas State Plumbing Inspector License within two (2) years of employment. Consideration will be given to applicants who would qualify as an Inspector Trainee and possesses the minimum qualifications with the ability to obtain a Texas State Plumbing Inspector License within two (2) years.

WORKING CONDITIONS

Environmental Conditions:

Frequent outdoor conditions; exposure to conditions of construction and utility project sites including loud noises, dust, heavy vehicles and equipment; exposure to inclement weather; exposure to traffic and other hazards while conducting field inspections; exposure to moving vehicles and equipment, slippery surfaces, and other related conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; use of fingers and of both hands required; ability to kneel, stoop, sit, bend, squat, climb and lift into small areas; adequate eyesight, hearing, and speech; field inspections require navigating uneven surfaces and grounds; may require entering trenches, climbing ladders.

Maintain mental capacity that permits making sound judgments regarding work and have regular attendance.

Must also pass post-offer drug test, driver's license, and criminal background check and other appropriate testing and requirements as required.