



CODE ENFORCEMENT OFFICER / INSPECTOR

Position Summary

The Inspector / Code Enforcement Officer is responsible for conducting building inspections and enforcing the City's zoning, property maintenance, and nuisance abatement ordinances. This dual-role position ensures safe and responsible development while upholding community standards. The position will also contribute to the City's comprehensive code rewrite initiative, providing field-based expertise and practical recommendations to improve clarity, consistency, and enforceability of regulations.

Essential Duties and Responsibilities

- Conduct residential and commercial building inspections to ensure compliance with building, electrical, plumbing, and mechanical codes.
- Enforce municipal ordinances related to zoning, signage, property maintenance, nuisance abatement, illegal dumping, and public health/safety.
- Investigate complaints; issue warnings, citations, and notices of violation as appropriate.
- Prepare accurate case documentation, including inspection reports, photographs, and correspondence.
- Perform re-inspections to verify corrective actions have been completed.
- Coordinate with legal staff and testify in municipal court proceedings as required.
- Provide guidance and technical assistance to residents, contractors, and business owners on compliance requirements.
- Assist in the permit review process and ensure all required inspections are completed.
- Contribute to the City's code rewrite initiative by:
 - Identifying recurring enforcement challenges and inconsistencies in current code.
 - Participating in staff review sessions and providing technical feedback.
 - Assisting with public education and outreach related to new or updated regulations.
- Perform other duties as assigned.

Minimum Qualifications

- High school diploma or GED (required); Associate's degree in construction, criminal justice, public administration, or related field (preferred).
- ICC Residential or Commercial Building Inspector certification (preferred; must obtain within 12 months of hire).
- Texas Code Enforcement Officer Certification (preferred; must obtain within 12 months of hire).
- Two (2) or more years of experience in construction, inspection, or code enforcement (preferred).
- Valid Texas Class C driver's license.
- Successful completion of background check; must maintain confidentiality in enforcement matters.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

- Valid Class C Texas Driver's License
- Reliable transportation and liability insurance
- Appointment will be conditional upon successful completion of the following pre-employment checks:
 - Criminal background check
 - Controlled substance screening

Knowledge, Skills & Abilities

- Working knowledge of building codes, construction methods, zoning regulations, and municipal ordinances.
- Ability to interpret plans, site layouts, and technical documents.
- Strong communication skills with the ability to handle sensitive situations tactfully and professionally.
- Skilled in conflict resolution, investigation, and problem-solving.
- Ability to work independently in the field and represent the City in court proceedings.
- Proficiency with inspection software, Microsoft Office, and digital documentation tools.
- Collaborative approach and willingness to contribute to cross-departmental initiatives.