



CITY OF LYTLE

JOB TITLE: Code Enforcement/Compliance Officer
DEPARTMENT: Administration
FLSA STATUS: Non-Exempt
YEARLY PAY RANGE (DOE): \$31,200 – \$35,500

JOB FAMILY: Administration
EEO CODE: Administrative/Professional
EFFECTIVE DATE: March 13, 2025
WORK STATUS: Full-Time; Hourly

JOB SUMMARY:

Under the direction of the City Administrator, this position is responsible for the city's local code enforcement program. This position administers the city's Ordinances related to abatement of nuisances and monitoring compliance with the zoning, building, and other city codes and regulations. This job requires good research and organizational skills and the ability to deal tactfully and effectively with members of the public. Work is performed in an office setting but requires a considerable amount of field work and investigations. This position requires safe operation of city-owned vehicles.

CONTROLS OVER THE WORK:

This position is supervised by and reports to the City Administrator.

ESSENTIAL JOB FUNCTIONS:

- Respond to complaints of potential violations of city zoning and related municipal codes including substandard structures, zoning violations, debris, unsanitary conditions, nuisances, abandoned and inoperable vehicles and related incidents.
- Ensure compliance with permitted allowances specifically related to issuance of simple permits. Additionally ensure approved variances and other actions taken by council related to zoning and ordinance compliance are being adhered.
- Periodically patrol or inspect throughout the city to monitor for violations of local codes.
- Conduct field investigations of potential violations; gather evidence; question or interrogate complainants, witnesses and suspects; compare facts to code requirements; make findings; issue warnings, correction notices, or citations.
- Interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners and other interested groups.
- Maintain accurate documentation and case files on all investigations; initiate and maintain records; take photographs and note for future inspections; take notes from telephone conversations and type complaints.

- Prepare and compile documentation for attorney(s) prosecuting code violation cases; represent the city in public hearing or court actions involving compliance activities.
- Coordinate efforts with the Police, other divisions of the Community Development Department and related departments, the prosecuting attorney, and other staff or agencies, as needed.
- Prepare and maintain detailed records and statistics related to all compliance activities, using word processing and spreadsheet programs on a personal computer.
- Propose amendments to specific city codes or regulations that relate to the position and enhance the city's enforcement capabilities.
- Attend community group meetings and make presentations on the purpose of ordinances and how to comply, and other topics of interest to or requested by neighborhood associations and community groups.
- Research, prepare staff reports for the City Council.
- Provide leadership and problem-solving services to neighborhood associations/community groups; coordinate city departments' responses to neighborhood problems and requests for help.
- Maintain awareness of community issues and concerns.
- Attend seminars, conferences, workshops, classes, lectures, and other training required to maintain certification, licensure, and applicable knowledge, skills and abilities.
- Attend work on a regular and dependable basis. Due to the nature of this position, actual presence on the job during work hours is mandatory.
- Interact in a professional and respectful manner with City staff, officials, other agencies, and the public.
- Perform additional related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Working knowledge of pertinent Federal, State and Local codes, laws, regulations and procedures related to land use, building inspection, and code compliance; operations, services and activities of a municipal code enforcement program including zoning, nuisance abatement, substandard buildings, and signs; principles, practices, methods, techniques, and terminology of municipal code

enforcement; methods and techniques of conducting and documenting field investigations; general building construction methods and materials; legal actions applicable to code enforcement and compliance; principles and practices of program development and implementation; methods and techniques of conflict resolution; principles and practices of community relations; principles and procedures of record keeping and maintenance; modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Skills: Ability to: perform municipal code enforcement duties and responsibilities; interpret, explain and enforce applicable codes, ordinance and regulations related to zoning, nuisance abatement, building and other health and safety issues; inspect and identify violations of applicable codes and ordinances; investigate complaints and mediate resolutions in a timely and tactful manner; prepare accurate and detailed documentation of investigation findings; research, compile and collect data; analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly; maintain complex files and records; testify in court in an objective, concise, and professional manner; understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with citizens, employees, supervisors, and the general public; handle stressful situations and effectively deal with difficult or angry people; coordinate and direct citizen participation in neighborhood organizations; implement and administer public involvement programs; advise and facilitate groups; respond effectively to sensitive community and political issues; elicit community and organizational support for neighborhood programs.

Education: High school graduate or GED. Education and training required for certification.

Experience: Two years or more of professional related experience in municipal code enforcement, inspection or other related field.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications may be considered as an acceptable substitute for the above-specified education and experience requirements.

License and Certifications:

Texas Class C Driver's License

Texas Department of Health Code Enforcement Officer

Physical Demands and Work Environment: Work is often performed in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles,

toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally push, pull, lift, carry and/or move up to 40 pounds. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills that may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.
