

CITY OF LAKE WORTH

Employment Opportunity

- Position:** Code Compliance Officer
- Department:** Municipal Court
- Starting Date:** When Filled
- Starting Salary:** \$11.62 per hour or higher DOQ
- Posted** May 8, 2008
- Description:** Performs various duties to enforce federal, state and local ordinances as well as provide service to the citizens in an efficient and professional manner.
- Examples:** Duties include but are not limited to the following: Enforces all ordinances – federal, state and local; Patrols the city to determine areas that are in violation of local ordinances; Prepares written reports as required by specific assignments; Prepares or assist in preparing Code Enforcement Search Warrant Affidavits and Code Enforcement Search Warrants with the guidance and support of the Warrant Officer/Bailiff; Testifies in court as required; Assists in the preparation of Department work programs and policies, planning and budget requests; Issues abatement notices and citations; Processes complaints regarding unsafe structures; Performs and maintains any and all records and reports involving code compliance issues; Attends training to enhance department effectiveness; Answers, screens and refers calls from citizens reporting code violations; Investigates reports of code violations, seeks, gathers and submits evidence for processing and interrogates suspects; Shares information and works with other law enforcement agencies as directed and appropriate; Fosters good community relations among residents and civilian population; Accountable for daily care in use of city property and timely replacement of such property in the event of loss or damage; Makes Reports to City Council as required; Other duties as assigned
- Physical Condition:** Ability to see. Ability to read, write and comprehend the English language. Ability to demonstrate effective communication of ideas both verbally and in written form using the English language. Ability to communicate in the English language under strained circumstances. Ability to demonstrate manual dexterity and strength. Ability to stand and walk for extended periods of time. Ability to rise, kneel and crawl unaided. Ability to twist upper body without injury. Ability to carry items weighing up to 60 pounds and lift to a height of 3-5 feet. Ability to coordinate two or more physical operations simultaneously. Ability to work outdoors in adverse weather conditions involving heat and cold. Ability to control emotions under stressful conditions. Ability to interact with coworkers to accomplish work. Ability to show independence and autonomy. Ability to make quick and sound decisions in stressful situations. Ability to understand and follow City/Departmental policies, rules and regulations. Ability to identify and distinguish between primary colors. Ability to work effectively around all manner of possible hazards. Ability to demonstrate basic mathematical ability in addition, subtraction, multiplication and division. Ability to crouch and/or stoop. Ability to walk and run unaided for specified distances.
- Education:** High School diploma or General Education Degree; code compliance experience preferred, but not required.
- Additional Requirements:** Valid Class C Texas Drivers' License; able to obtain Code Enforcement Certification by the State of Texas within one year of hire date. Ability to pass a background investigation, physical examination and/or drug screen as required by the City of Lake Worth.

AN EEO/ADA COMPLIANCE EMPLOYER

To apply, submit a completed City of Lake Worth application to:

City of Lake Worth
3805 Adam Grubb
Lake Worth, TX 76135
Attn: Human Resources

Applications are available inside City hall or online @ <http://www.lakeworthtx.org/pdfs/Emp-app.pdf>
