



## JOB SPECIFICATION

Code 17320

Grade GS 50

# CODE COMPLIANCE INSPECTOR

### **General Purpose**

Under general supervision, patrol, inspect, investigate and enforce designated environmental and food, licensing, zoning, and municipal codes, laws, County orders and ordinances to ensure protection of the public health.

### **Typical Duties:**

Inspect, investigate, enforce and document designated environmental and food, licensing, zoning, and municipal code, laws, and violations. Involves: Provide education and instruction on prevention and correction of illegal dumping of industrial waste, commercial and household trash, and water conservation or enforcement of nuisance ordinances related to abandoned vehicles, accumulation of trash and weeds, display of unauthorized signs on commercial, industrial, construction, business or residential properties, and site assessment of food establishment. Plan, review, food safety presentation and Food Handler courses. Conduct site assessments, routine, re-inspections and follow-up inspections on food establishments. Patrol all areas of the city, respond to and investigate complaints. Conduct random test sampling to ensure compliance with established health, safety and environmental standards and regulations. Provide food and water samples for testing purposes to appropriate laboratories of violations noted. Provide laboratory results to appropriate jurisdictions. Issue corrective notices, cease and desist orders, or citations for violations. Testify in court presenting evidence of violations. Meet with citizens and violators to provide training and information on ways to prevent, correct or comply with code ordinances, laws, County orders, environmental regulations, health and safety standards.

Investigate problems with irrigation systems, sanitation or code violations. Involves: Provide ongoing surveillance and monitoring to prevent or correct illegal water consumption, dumping of trash in dumpsters, empty lots, or hazardous waste into the city's wastewater system, alleged foodborne complaints, no health permit, imminent health hazards, food establishment unsanitary, food held at improper temperature, etc. Inspect, retain or condemn adulterated food. Conduct investigation of illegal food operation, fire or disaster events involving food, plan review of food establishments, field training of Associate Code Compliance inspectors, case history interviews of alleged foodborne illness, lead illegal vendor sweeps and special events. Maintain ongoing random inspections and test sampling. Take videotape or still pictures of evidence. Determine corrective action to be taken such as warning or citation. Investigate cross flow prevention violations. Recommend corrective action and notifies correct authority of action. Conduct outdoor landscape irrigation use reviews. Assist with major presentations at schools and public events. Assist private property owners and managers, irrigation companies and landscape maintenance companies with water conservation concerns and technical assistance. Recommend options and corrective actions.

Provide assistance in the development, implementation, coordination, and maintenance of public health preparedness. Involves: Contribute to the development and maintenance of disease surveillance systems to facilitate early detection, reporting and management of emerging infectious diseases. Promote community partnerships to identify and solve health problems. Establish working relationships with health care providers to promote the reporting of notifiable conditions. Investigate and evaluate community needs regarding public health preparedness. Attend meetings and seminars relating to public health preparedness programs. Support planning and preparedness activities as required. Respond to public health emergencies as needed.

Complete administrative duties. Involves: Maintain and update automated record keeping and files. Maintain accurate documentation and tracking of violations, inspections, and code enforcement activities. Recommend revisions to existing ordinances and codes. Respond to customer inquiries by telephone and/or personal contact. Respond to inquiries regarding the billing or incorrect charges and adjust accounts as indicated. Research Internet and professional journals to learn of new and innovative techniques and trends in code enforcement, water conservation, irrigation system improvement and food handling operations and equipment. Attend classroom training and seminars related to major or urgent field inspections. Prepare reports and records necessary for presentation in court and testify in court.



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***Knowledge, Skills, and Abilities***

- Application of considerable knowledge of the principles, practices and methods of investigation and enforcement of federal, state and City codes, ordinances and County orders in assigned area.
- Application of considerable knowledge of federal, state and local regulations and professional standards related to test sampling of food, water and waste products that could impact the health and safety of residents in assigned area.
- Application of some knowledge of public speaking and public relations methods.
- Application of good knowledge of personal and/or network computers, office, word processing and database software applications.
- Interpretation of laws, rules, regulations, ordinances and County orders specific to a variety of health, safety, conservation, environmental or nuisance prevention codes and regulations in assigned area.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with investigation, evidence gathering and preservation, and enforcement of regulatory, environmental, health and safety ordinances, County orders and standards in assigned area.
- Clear, concise oral and written communication to present technical instruction and direction to code compliance inspectors, commercial, industrial and private property owners, contractors and developers.
- Application and use of random test sampling equipment and measurement instruments; and computerized field data collection devices.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the public.

***Other Job Characteristics***

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during on-site investigations, inspections, or waste test sampling.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Regular operation of a vehicle through City traffic.

***Minimum Qualifications***

**Education and Experience:** A High School diploma or GED, and two (2) years of code enforcement or field investigative experience or experience directly related to food handling operations.

**Licenses and Certificates:** Some positions will require a Code certification as a housing, zoning or environmental enforcement officer by the Code Enforcement Association of Texas or equivalent state or federal agency required within one (1) year of appointment; Texas Class "C" Driver's License or equivalent from another state.



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