



## Position Description

Position Title:	Code Enforcement Officer	Position Code:
Department:	Environmental Health Services	
FLSA Status:	Non-Exempt	
Revised:	03/01/2011	
Emergency Status:	Post Impact/Recovery Assigned	
Organization:	City of South Padre Island	
Address:	4601 Padre Blvd, South Padre Island, TX 78597	
Work Location:	South Padre Island Municipal Complex	
Web Address:	<a href="http://www.MySPI.org">www.MySPI.org</a>	

### Leadership

Supervisor:	Environmental Health Director
Direct Reports:	None

### Position Purpose

The Code Enforcement Officer will perform advanced technical environmental health work in the area of inspections of private, public, and commercial property for environmental health hazards, and assists in working towards resolution of the health hazards, public safety and property protection. Performs duties and responsibilities related to the Animal Control/Animal Cruelty, Anti-Litter, Health, Recycling, Vector and Code Enforcement programs to ensure the safety and health of people and animals in the City.

### Essential Functions

#### *Animal Control and Cruelty*

- Enforces state and local laws related to animal control or cruelty by responding to citizen complaints/concerns and investigating animal cruelty and bite cases.
- Apprehension, control and confinement of loose, stray, injured, abandoned or dangerous animals.
- Assists in resolving conflicts between parties involving animal control issues.
- Responsible for handling live or dead animals on a consistent basis.
- Responsible for the preparation of animal species submitted for testing.
- Responsible for setting and baiting traps when needed.

#### *Anti-Litter/Recycling*

- Removes debris from rights-of-way.
- Compile and maintain an updated list of contact persons in charge of properties.
- Conduct surveys on enclosures for compliance.
- Compile monthly brush pick up list.



- Responsible for ensuring sufficient trash services are provided.
- Works with trash pickup provider to reinstate closed accounts.
- Assist in moving and providing recycling containers.
- Assist in the implementation of recycling programs.
- Educates public on anti-litter programs.

#### *Health*

- Inspect temporary food booths for special events.
- Responds to complaints, and investigates offices, restaurants, and other facilities for health related issues or concerns.
- Ascertains that required licenses and permits have been obtained and are displayed.
- Prepares reports on each establishment visited, including findings and recommendations for actions.
- Works with supervisor and other technical staff in preparing for hearings for remediation of health hazards.

#### *Vector*

- Handles hazardous chemicals.
- Adult and larvae mosquito surveillance.
- Disperses chemicals in standing water.
- Operates vector control equipment to spray chemicals for mosquitoes.

#### *Code Enforcement*

- Patrols/monitors for and responds to and inspects complaints of potential code violations relating to litter, trash, signage, nuisances, hazardous or other conditions, animals, noise, dumping, clearing, filling, polluting, and all other code related matters in regards to local and state ordinance violations.

#### *Administration/Operations*

- Maintains accurate records of services rendered and prepares written reports in a timely manner.
- Responsible for compiling and maintaining all required documents and reports including but not limited to issuing correction notices and write letters to obtain compliance.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Prepares and conducts presentations, assists in coordinating conferences/classes, and remains current with Continuing Education requirements.
- Conducts field investigations for potential violations; issues warnings, correction notices, or citations.
- Meets and works with the public to review and explain code requirements and violations or potential violations in order to remain in compliance with all City and State Ordinances.
- Provides information to persons who request information or assistance in code enforcement or other related matters.





- Performs research to analyze and evaluate current and new programs.
- Assist in performing public relations and educational activities regarding department activities.
- Maintain a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations, which relate to the position.
- Obtains, prepares and/or presents reports, exhibits or other evidence for court as required.

### **Secondary Functions**

- Provide backup to related positions as needed.
- Serve on various employee or other committees as assigned.
- Responsible for training co-workers and other staff on any aspect of job assigned.
- Performs all other duties as assigned.

### **Capital and/or Fiscal Responsibility**

- Orders supplies and equipment. Logs and inventories all supplies, equipment and specimens.
- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.

### **Credentials (minimum preferred)**

#### **Knowledge/Skills/Abilities**

- Considerable knowledge of equipment, facilities, materials, methods, techniques and practices used in animal control/cruelty, public health, compliance and monitoring activities.
- Knowledge of State/Local ordinances regarding code and general sanitation regulations; code enforcement principles, practices and methods as applicable to a municipal setting; various land use, nuisance and public safety codes.
- Working knowledge of investigative techniques.
- Ability to work safely with, properly handle, and dispose of hazardous materials.
- Ability to: prepare, organize and maintain inspection field data, reports and systems; analyze complex situations, problems and data, and use sound judgment in drawing conclusions to make decisions; comprehend and articulate complex facts and relationships in detail, and to summarize and write clearly, concisely and legibly.
- Ability to testify in court in an objective, concise, and professional manner.
- Produce or obtain reports, graphs, charts, photographs, evidence or exhibits.



- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
- Ability to handle stressful situations and effectively deal with difficult people.
- Skill in operation of the listed tools and equipment.
- Skill in environmental sampling, compliance or animal care, preferably in positions related to public health.
- Basic knowledge of all animals.
- Ability to work after hours, weekends and holidays.

#### **Formal Education/Certification/Licenses**

- High School Diploma or GED equivalent.
- Valid Texas Driver's License.
- Registered as a Code Enforcement Officer.
- Certified as an Animal Control Officer.
- Certified as Animal Cruelty Investigator.
- Must be able to obtain a non commercial political pesticide applicator license.

#### **Prior Experience**

- Two (2) years of code enforcement, animal control, or animal cruelty experience is required or any combination of education and experience deemed appropriate by the employer.

#### **Language Requirements**

- Bilingual: Spanish and English preferred.

### **Tools and Equipment Used**

Personal computer, including word processing and data base software; motor vehicle; telephone; mobile or portable radio; copy and fax machine; animal cages; catch pole; shovels; hoes; spot lights; vector control machine; PA system; thermometer; utility or pocket knife; nets; snake hook; snake pole; snake bag; generators; various chemicals; animal graspers; humane traps; collapsible cages; shop crane; pressure washer; pitch fork; etc.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in outdoor field settings with various weather conditions. While performing the duties of this job, the employee is regularly required to sit for periods up to (but not limited to) four (4) hours, stand, kneel, walk, use hands, type, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move a minimum of fifty (50) pounds and/or move up to one-hundred (100) pounds. Specific





vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of other equipment.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee spends considerable time making public contacts in the community, and driving a City vehicle. Dealing with deceased and live animals is frequent. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. This position is frequently exposed to wet and/or humid conditions. May be exposed to extremely dirty and smelly conditions.

### **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

### **Acknowledgement**

*This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.*

Employee (print name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

Date: \_\_\_\_\_

