

# **JOB DESCRIPTION CITY OF CLARKSVILLE**

## **JOB IDENTIFICATION**

Job Title: **Code Enforcement Officer**  
Department: Code Enforcement  
Reports to: Police Chief  
Days Worked: Monday – Friday (8am to 5 pm)

## **WORK PERFORMED**

- A. Perform a variety of code enforcement inspections on public and private property; perform follow-up inspections as necessary.
- B. Inspect and survey public and private property for nuisances, sewage, trash, debris or related unsanitary conditions; use the computer to access data on property ownership for notices, prepare correspondence outlining code regulations and violations.
- C. Investigate complaints of property, zoning, high grass and overhanging limbs; prepare notices and abatements as necessary.
- D. Maintain records and reports of inspections and surveillance activities.
- E. Respond to and resolve citizen inquiries and complaints.
- F. Testify in court, as necessary, on various environmental health code violations.
- G. Complete various forms and paper work as required.
- H. Attends various training, including TCEQ's Criminal Environmental Training or equivalent training, to stay up to date and aware of all changes and new requirements pertaining to code enforcements.
- I. Performs other duties as required or directed by the Police Chief.
- J. Prepares Monthly report to City Council.

## **GENERAL DESCRIPTION**

Duties require sound technical judgment in multiple disciplines and discretions with regards to code compliance. Responsible for the combat of illegal dumping, littering, lots with overgrown vegetation and the repair or demolition of vacant and dilapidated structures. Regularly canvass the city to see that codes are adhered to, responding to resident complaints in a timely manner, and taking the necessary action to research properties for proper ownership and proceeding with the process of enforcing state and local code.

## **MINIMUM QUALIFICATIONS**

High School Diploma or GED; Valid Texas Driver's License; Experience, Basic Code Enforcement Certification preferred otherwise attain Basic Code Enforcement Certification within a year after 90 day probation.