

Community Development Specialist

Job Summary

Oversees Community Development Department by managing the day-to-day operations of providing code enforcement, building inspection, general permitting, and animal services.

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations, including the International Building Code, City Ordinances, and other requirements as delegated.

Scope of Work

Serves under the general supervision of the Mayor and City Administrator and coordinates enforcement actions with Chief of Police as needed. Responsible for the administration, supervision, and inter-departmental coordination for code enforcement, building inspections, permitting, and animal services. Assists and coordinates with City Secretary on development projects.

Essential Duties and Responsibilities – Code Enforcement

- Patrol streets and alleys of the city to prevent or detect code and ordinance violations.
- Responds to complaints of potential code violations relating to signage, building occupancy, general nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, noise, dumping, pollution, hazardous waste, high grass and weeds, etc.
- Conducts field investigations of potential violations, gathers support evidence, questions complainants, witnesses, and suspects, makes findings and issues notices of violation, warnings, or citations based on facts.
- Meet with citizens, developers, business owners, etc. to review and explain code requirements and their purpose.
- Create and distribute correspondence, memoranda, notices, flyers, and reports relating to code enforcement issues and actions.
- Maintain a variety of records related to inspection and enforcement activities.
- Serves as principal advisor and subject-matter expert on code enforcement issues; exercise independent judgement within broad policy guidelines; evaluates and analyzes code enforcement issues, interprets city policies and procedures, and advises on specialized areas of technical expertise.
- Provide research and technical assistance as needed. Make recommendations on adjustments to policy and ordinances based on experience and established industry best practices.
- Prepares evidence and detailed investigation notes for municipal court; works with prosecutors and prepares reports for court action; testifies if requested.
- Respond to questions and concerns from staff and the public.

- Oversees departmental budget, coordinates with City Administrator to accomplish mission within budgetary constraints.
- Consults and communicates with the City Administrator on open cases.
- Other duties as assigned.

Essential Duties and Responsibilities – Building Inspection and Permitting

- Perform routine inspections of commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of the City, County, State and Federal agencies.
- Issue permits for work to be performed or stop work orders, correction notices, and citations as needed to ensure compliance.
- Review building permit applications and confirm all required setbacks and easements are identified on site plan; coordinate with City Administrator on complex and larger scope plans.
- Check stud, joist, rafter spacing, and other structural member factors.
- Assure proper and safe installations of routine and complex building systems.
- Make field reviews of plans and specifications.
- Resolve disputes between staff and developers, contractors, architects, engineers, and the public.
- Interpret building codes and work with builders, property owners and craftsmen in making changes necessary to conform with Codes.
- Travel to construction sites, meetings, conferences, and training as needed.
- Consults and communicates with the City Administrator on open cases.
- Other duties as assigned.

Essential Duties and Responsibilities – Animal Services

- Oversee and maintain animal holding area, grounds, vehicle, and equipment in accordance with regulations.
- Respond to calls, such as animal complaints, animal bites, dangerous or stray animals.
- Remove, impound, and care for stray and unwanted animals in coordination with City Administrator and Chief of Police.

- Control of animals including apprehending, carrying animals, and removal of dead animals: transport and disposing of properly
- Facilitate and coordinate the fostering and adoption of animals under the city's' care, ensuring proper holding timelines are met.
- Administer microchipping program.
- Calculate fines and fees; coordinate collection of impounded animals.
- Assist Police Department with animal cruelty cases.
- Issue citations; Testify in court as needed using photographs, documented correspondence, and any evidence gathered.
- Perform other related duties as assigned.

Requirements Education and/or Experience

A High School diploma or equivalent, minimum of 1-2 years experience in a similar role, and two (2) years journey level electrical or plumbing construction experience, or an equivalent combination of education and experience.

Knowledge of:

Commercial and residential building, electrical, plumbing, mechanical and inspection health and safety rules, regulations, codes, and ordinances.

Building construction material specifications and tolerances.

Animal control and welfare

Code enforcement practices and procedures.

Customer service practices and techniques.

Computers and related equipment, as well as software applicable to assigned job.

City policies and procedures.

Federal, state and county laws, ordinances, rules, and regulations relating to building inspections.

Proper inspection methods and procedures.

Safety precautions on construction sites.

Skills and Abilities:

Effective oral and written communications.

Providing technical building inspection assistance to builders, contractors, developers, and homeowners.

Recognizing substandard, faulty, or hazardous building conditions and materials.

Recommending alternative construction materials to meet building code compliance.

Interpreting and enforcing building codes and ordinances with firmness and tact.

Ability to review preliminary and final plats.

Ability to understand and interpret zoning ordinances.

Resolving customer complaints and concerns.

Establish and maintain effective working relationships with those contacted in the course of work.

Work independently without supervision.

Deal with the public in a courteous and pleasant manner under varied, demanding, and stressful situations.

LICENSES AND/OR CERTIFICATIONS

Possession of a valid Texas Class C driver's license.

Must possess Texas Department of Licensing and Regulation (TDLR) Code Enforcement Officer Certification or obtain within one (1) year from date of hire.

Must possess Certified as an Animal Control Officer Certification or obtain within one (1) year from date of hire.

PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS AND CONDITIONS

Work is performed in office, construction site environments, and outside.

May be subject to repetitive motion such as typing, data entry and vision to monitor.

May be subject to walking on uneven or unstable terrain, occasional standing, bending, reaching, carrying, kneeling, pulling, crouching, climbing, crawling, confined spaces, or lifting such as when reviewing plans, specifications, and conducting inspections.

May be subject to extended working hours and respond to emergencies on an on-call basis.

May be subject to exposure to extreme weather conditions, loud noises, hazardous chemicals and fumes, infectious diseases, air, and water borne pathogens, and poisonous insects, spiders, and snakes or wild animals common to water, wastewater, and underground utilities.

Must be able to work in stressful situations.

Must be able to lift to 50 pounds.