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## JOB ANNOUNCEMENT

Job Title: **Code Enforcement Officer**

Status: **Permanent Full Time**

Salary: **Group 23**                      **Step 1-12: \$17.06 to \$22.39/hour DOQ**

Open Date: **August 5, 2016**                      Closing Date: **Open until filled.**

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**Description:**

The City of Taylor is seeking a qualified applicant for a Code Enforcement Officer. Under direct supervision, enforces ordinances by notifying of non-conformance or by issuing citations at inspection sites, including but not limited to retail, public and private properties. Performs other duties as assigned.

**Qualifications:**

High school graduate, or its equivalent; sufficient technical training and two years' experience in the code enforcement inspections profession or equivalent; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Certificates/Licenses Required:**

State of Texas Code Enforcement Officer Certification and TX Class C driver's license

**Knowledge/Skills/Abilities:**

Sufficient technical knowledge to conduct nuisance and life safety inspections and have knowledge of minimum construction, plumbing, electrical systems, framing, foundation, and heating and air conditioning systems and all aspects of the building trades; knowledge of City zoning, subdivision and sign ordinances; establishes effective working relationships. Learn specific city building code requirements; detect potential safety hazards upon visual inspection of buildings. Knowledge of all city codes relating to nuisance, health and safety. Bilingual English/Spanish a plus.

**Content:**

**A City of Taylor Application is required for this position.** Please send your application to:

**Mail or Deliver to:** Human Resources, City of Taylor, 400 Porter St., Taylor, TX 76574

**Questions:**

**Email:** [csilva-gonzales@taylortx.gov](mailto:csilva-gonzales@taylortx.gov)  
[jobs@taylortx.gov](mailto:jobs@taylortx.gov)

**Phone:** (512) 352-5993

**Website:** [www.taylortx.gov](http://www.taylortx.gov)

**Benefits:** Health, Dental and Long Term Disability Insurance (*Employee coverage paid by the City*); 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days.

The City of Taylor is an *Equal Opportunity Employer*. Minorities are encouraged to apply.



## JOB DESCRIPTION

Class No:	414	Job Title:	Code Enforcement Officer
Pay Group:	23	EEOC Category:	Technicians
Date:	August 4, 2016	FLSA Category:	Non-Exempt

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**BRIEF DESCRIPTION OF THE JOB:**

Under direct supervision, enforces ordinances by notifying of non-conformance or by issuing citations at inspection sites, including but not limited to retail, public and private properties. Performs other duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:**

Reports to: Director of Development Services

Directs: This is a non-supervisory position.

Other: Has contact with other city employees, the general public, and construction and utilities professionals.

**ESSENTIAL DUTIES:**

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of time	Strength*	Physical Demand Code*
Provides advice and assistance to contractors, property owners, and others on code or ordinance requirements;	10%	S	A,B,C,D,G,I,J,K, O,Q,R,S
Maintains records pertaining to inspections and code enforcement	15%	L	B,H,I,Q
Ensures that all properties remain in compliance with all applicable nuisance codes.	20%	S	A,B,C,G,I,O,Q,R, S
Recommends ordinance amendments and code updates as needed	5%	S	A,B,I,Q,S
Ensures that all properties remain in compliance with zoning, subdivision and building codes.	15%	L	A,B,C,Q,R,S,
Patrol city for code violations	20%		A,B,C,G,H,I,J,O, Q,R,S,T,

**OTHER IMPORTANT DUTIES:**

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Investigate sign violations	5%	L	A,B,C,E,G,H,I,O, Q,R,S,T
Performs such other related duties as may be assigned.	5%	L	ALL

**PHYSICAL DEMANDS:**

1. Overall Strength Demand

Sedentary to  Light  Medium  Heavy  Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<input type="checkbox"/> A. Standing	<input type="checkbox"/> G. Reaching	<input type="checkbox"/> L. Crawling	<input type="checkbox"/> Q. Vision
<input type="checkbox"/> B. Sitting	<input type="checkbox"/> H. Handling	<input type="checkbox"/> M. Bending	<input type="checkbox"/> R. Hearing
<input type="checkbox"/> C. Walking	<input type="checkbox"/> I. Fine Dexterity	<input type="checkbox"/> N. Twisting	<input type="checkbox"/> S. Talking
<input type="checkbox"/> D. Lifting	<input type="checkbox"/> J. Kneeling	<input type="checkbox"/> O. Climbing	<input type="checkbox"/> T. Foot Controls
<input type="checkbox"/> E. Carrying	<input type="checkbox"/> K. Crouching	<input type="checkbox"/> P. Balancing	<input type="checkbox"/> U. Other
<input type="checkbox"/> F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally, R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	On uneven terrain or in mud; in cluttered areas with cords, lumber and construction debris lying about; on gravel, roofs, scaffolds, confined spaces with narrow overhead rooms; stand at printer to obtain printer materials
VISION	To drive and inspect
HEARING/TALKING	To consult and communicate with City staff, contractors, architects, and the general public
SITTING	To drive; to perform office work at the desk
LIFTING/CARRYING	Frequent: sets of plans (usually under 20 lbs., but can weigh over 50 lbs.), tools, manuals and code books: Occasional: ladder (up to 51 lbs.)
PUSHING/PULLING	To do inspections; check electrical wiring, (occasionally can be over 50 lbs. of exertion); pulling open doors (20 lbs. of exertion);
REACHING	To do inspections
HANDLING	To review plans; use small tools to inspect
FINE DEXTERITY	To write; issue permits and licenses; operate computer; make inspections; check electrical work; fill out paperwork
KNEELING/CROUCHING/ CRAWLING	To inspect electrical, mechanical or other building construction below waist level; in confined spaces, behind or under obstacles or debris; to access low file cabinet drawers
BENDING	To read plans at inspections sites, on the ground or on low surfaces; review files and

	obtain materials in office
TWISTING	To walk in confined spaces to check electrical, plumbing, gas work; to climb onto roof during inspection (this can sometimes be confined spaces and the body may be in awkward positions).
CLIMBING/BALANCING	To climb steps, stairs, ladders, or onto roof; to walk on scaffolds or on uneven terrain; to climb stairs in office building where Division is located on two floors (elevator is available)
FOOT CONTROLS	To drive to and from inspections: brake (15 lbs. of exertion); gas (18 lbs. of exertion)
OTHER: COLOR DISCRIMINATION	To determine proper placement of improvements

**NON-PHYSICAL DEMANDS:**

- |   |   |
|---|---|
| <u>  </u> F time pressures              | <u>  </u> O noisy/distracting environment                 |
| <u>  </u> R emergency situations        | <u>  </u> O tedious exacting work situation               |
| <u>  </u> R irregular schedule/overtime | <u>  </u> F working closely with others as part of a team |
| <u>  </u> R danger/physical abuse       | <u>  </u> F performing multiple tasks simultaneously      |
| <u>  </u> F frequent change of tasks    | <u>      </u> other (describe below)                      |
- varying periods of idle time interspersed with emergencies requiring intense concentration

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (From 1/3 to 2/3 of the time), O-OCCASIONALLY (Up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

**EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:**

Computer, calculator, hard hat, motor vehicle, safety shoes, rain gear, electric tester, hand level, tape measure

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:**

Exposure to weather extremes and construction hazards (e.g., open trenches, mud, noise, debris, falling objects, etc.)

**KNOWLEDGE/SKILLS/ABILITIES:**

Inspects sites to enforce ordinances concerning high grass and weeds, unsightly conditions, junk and abandoned vehicles, fences, trees and shrubs and other property maintenance issues. Responds to complaints of potential code violations relating to temporary signs, nuisances, dumping, or other code-related matters. Conducts field investigations of potential violations; gathers evidence; takes photos; questions complainants and witnesses; compares facts to code requirements and makes findings, issues warnings, correction notices or citations.

Drafts and distributes a variety of correspondence, memoranda, notices, fliers, brochures, media releases and reports relating to code enforcement issues and actions. Provides information to persons who request information or assistance in code enforcement related matters. Maintains 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. Coordinates efforts with the police, planning, building and related departments, the prosecuting attorney(s) and other staff or agencies as needed.

Meets with owners, tenants, contractors, developers, businesses, etc., to explain code requirements and violations or potential violations; secures code compliance. Prepares reports. Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case reports for court action; testifies in court. Responsible for regular attendance and arriving to work on time.

Bilingual English/Spanish a plus.

Reading: Reads building codes and regulations, zoning and subdivision  
Writing: Writes reports, memoranda, and compliance correspondence in English

Reasoning: Interprets and explain building codes zoning and subdivision, the property maintenance code, and the nuisance codes.

Advanced Theoretical Knowledge: Demonstrates knowledge of City zoning, subdivision, sign, nuisance, and health and safety ordinances. Knowledge of Building Codes, Plumbing Codes, Gas Codes, Mechanical Codes, National Electrical Codes, and construction basics, City zoning, subdivision, sign, nuisance, and health and safety ordinances.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent; sufficient technical training and two years experience in the code enforcement inspections profession or equivalent; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES/LICENSES REQUIRED:**

State of Texas Code Enforcement Officer Certification and State of Texas Class C driver's license.

Employment is contingent on passing post-offer, pre-employment drug testing, pre-employment physical, and criminal background investigations.

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**SIGNATURE:**

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without reasonable accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CITY OF TAYLOR**  
**APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity/Affirmative Action Employer*  
**400 Porter Street, Taylor, Texas 76574\*\*\*\***  
 Phone: (512)352-5993  
 www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

**PERSONAL DATA**

<b>FOR OFFICE USE ONLY</b>	
Received _____	Ltr sent _____
Refs chkd _____	Bkgd ck _____
Interview _____	Hired _____

\_\_\_\_\_  
 (LAST NAME) (FIRST NAME) (INITIAL)

\_\_\_\_\_  
 (STREET ADDRESS, RFD, P.O. BOX)

\_\_\_\_\_  
 (CITY) (STATE) (ZIP CODE)

Phone Numbers:(\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Email Address: \_\_\_\_\_ Position(s) Applied for \_\_\_\_\_

Date you would be available to start work? \_\_\_\_\_

Check type of work you are seeking:       Regular       Temporary       Part time       Full time

Have you ever filed an application with the City of Taylor before?  Yes     No      If yes, when? \_\_\_\_\_

Have you ever been employed here before?       Yes       No      If yes, when? \_\_\_\_\_

Are you related to any person employed by the City of Taylor?     Yes     No  
 If yes, list name and relationship: \_\_\_\_\_

Minimum Salary Requesting \$ \_\_\_\_\_ per \_\_\_\_\_

Name of School Attended	City/State	Dates Attended From      To	Certificate/Diploma or Degree Received

**SKILLS:** List any additional special skills you may have (computer software, special equipment, languages, etc.)

**EMPLOYMENT EXPERIENCE:** List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer?     **Yes**             **No**

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
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<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	

**ADDITIONAL INFORMATION:** By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States?       **Yes**       **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

**Yes**       **No**    If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

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Do you have a current Texas Driver's License?       **Yes**     **No**      License # \_\_\_\_\_

Type of license:       Class C       CDL       Other \_\_\_\_\_

If you are 18 years old or younger please give your date of birth \_\_\_\_\_

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**REFERENCES:** List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

**AUTHORIZATION FOR RELEASE OF INFORMATION:** I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an "at-will" employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: \_\_\_\_\_

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



**CITY OF TAYLOR**  
**APPLICATION FOR EMPLOYMENT**  
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**400 Porter Street, Taylor, Texas 76574**  
 Phone: (512)352-5993  
 www.taylortx.gov

**EEOC STATISTICAL DATA FORM**

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

***PLEASE NOTE:** The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.*

**INSTRUCTIONS:** Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- Male
- Female

AGE (in years)

- Under 40
- 40 and above

RACIAL/ETHNIC GROUP

- Caucasian (Not of Hispanic Origin)
- Black (Not of Hispanic Origin)
- Hispanic Origin
- Asian or Pacific Islander
- American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- Posted Job Announcement at: \_\_\_\_\_
- Texas Employment Commission
- Current Employee
- Friend
- Newspaper(Name) \_\_\_\_\_
- Just walked in
- Other (specify) \_\_\_\_\_

DISABILITY

Do you have a disability?       Yes       No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



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**Authorization for Release of Information**

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
Applicant's name (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone



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**NEPOTISM CERTIFICATION**

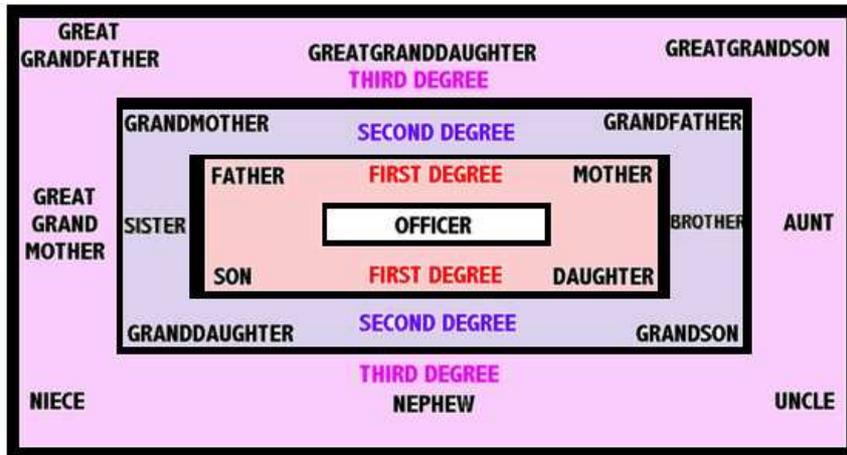
Applicant's Name \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way?     Yes     No                      If yes, please explain

**Nepotism Charts**



**CONSAQUINITY KINSHIP CHART**



**AFFINITY KINSHIP CHART**

\* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

CITY OF TAYLOR

\_\_\_\_\_  
Agency Name (Please print)

KIM PETERSON

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	