

CITY OF HUNTINGTON  
JOB DESCRIPTION

CLASS TITLE:	Professional	PAY GROUP:	Professional / Technical
UNIQUE TITLE:	Code Enforcement Officer	EXEMPT	NON-EXEMPT ●
DEPARTMENT:	Police Department	FULL TIME	● PART TIME

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**JOB SUMMARY:** Under the general direction of the Police Chief, responsible for the enforcement of housing and property maintenance codes. Determines substandard structures and follows established procedures to have buildings brought up to code or demolished. Locates weed lots, junk vehicles, garbage, zoning and other code / ordinance violations; advises owner / agent of need for compliance with codes; makes recommendations for corrective action; re-inspects property to determine if code compliance has been achieved. May testify in Court of Law. Impounds, treats and disposes of stray animals; responds to public complaints concerning dead, injured or stray animals. Receives broad assignments and unwritten instructions and refers to supervisor for policy clarifications, and performs other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Enforces subdivision rules, zoning and building codes and other City ordinances.
- Informs the public of rules and regulations.
- Investigates complaints as well as initiates complaints and appears in Municipal Court as a witness when necessary.
- Insures compliance through site inspections and / or homeowner complaints.
- Prepares periodic reports for management.
- Communicates effectively and courteously orally and in writing with the public and other city employees.
- Responds to complaints concerning injured, stray or dead animals.
- Impounds, treats and disposes of stray animals.
- Performs other duties as required or assigned.

**OTHER JOB FUNCTIONS:** Serves as Animal Control Officer

**PHYSICAL CAPABILITIES:** Ability to sit, stand, kneel, squat, drive, climb ladders, move up and down stairs, lift and carry up to 35 lbs. Employee will be exposed to seasonal temperatures inspecting sites.

**MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION:** High School diploma or equivalent, a valid Texas Driver's License. Must be able to complete the CEAT course for Code Enforcement and obtain Basic Animal Control License within one year.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to read and understand city codes and ordinances, as well as state and federal regulations and statutes. Skill in the use of personal computers.

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I have reviewed this job description and the duties with the employee named below.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

I understand my duties listed above and that my duties are not limited to those listed and I have received a copy of this job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date