

POSTING FOR CODE OFFICER

The Code Compliance Department - Neighborhood Investigations Division is seeking to hire qualified applicant(s) for the position of **Code Compliance Officer**. Duties consist of: performing complaint investigations, enforcing building codes, inspecting environmental hazards, and enforcing zoning regulations for residential and commercial properties. Code Compliance Officers work within defined boundaries and serves as first responders responsible for determining if an ordinance violation is present. At times, joint enforcement efforts are required with the Health Division or Fort Worth Police Department to effectively manage difficult cases that require multiple disciplines.

This position is an entry level role within the department and is responsible for identifying property violations and ensuring property abatements occur within the City of Fort Worth. This role contributes to the City's vision of the "most livable and best managed city in the country".

Qualifications

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

High School Diploma, or GED supplemented by specialized training in code enforcement, building codes, and zoning regulations or related field. One year of general experience in building or construction trades, zoning, or enforcement of local, state and federal laws or regulations.

Other Requirements

Valid Texas driver's license.

Possession of, or ability to obtain, a State of Texas Code Enforcement Officer Certificate within twelve months of the date of hire.

Registration as, or ability to meet requirements for registration as, a Code Enforcement Officer or a Code Enforcement Officer in Training in the State of Texas.

Must be available to work weekends and evenings.

Preferences

Preference will be given to those candidates who have the following:

Candidates who have higher levels of education;

Ability to speak, write, and understand Spanish;

Computer experience with working knowledge of Excel;

Computer experience with working knowledge of Word;

Computer experience with working knowledge of PowerPoint;

Customer service experience handling escalated customer complaints;

Dispute resolution experience;

Public presentation experience;

Experience working within a 'team concept' work environment;

Experience achieving established quantitative benchmarks; and

Experience maintaining an active case load.