

City of Yoakum
Employment & Promotional Opportunities

Job Posting No: 202

The City of Yoakum needs a qualified individual to fill the following position. To request an application, please contact:

City Clerk
City of Yoakum
808 Hwy 77A South
Yoakum, TX 77995
Phone #: (361) 293-6321

Final selection for hiring is subject to City Manager's approval. In cases of equally qualified applicants, City employees will be given hiring (promotional) preference.

In order to provide a drug-free work place, the City of Yoakum requires drug testing as part of the pre-placement physical. The City of Yoakum is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, genetic information, religion, age, or disability in employment of the provision of services.

POSITION: **CODE ENFORCEMENT OFFICER IN TRAINING, I, OR II:**

DEPARTMENT: Inspection

ESSENTIAL DUTIES: Review plans and applications for approval for issuance of permits to ensure compliance with codes and ordinances; ensure buildings and other structures are constructed in a safe and effective manner according to approved plans, specifications, technical codes, and statutes; enforce Housing and Dangerous/Substandard Building Ordinance, Abandoned and Junk Vehicle regulations, and other nuisance ordinances and regulations; coordinate with contractors and property owners to gain compliance with the various ordinances; enforce Land Use, Zoning, and Subdivision ordinances and regulations; interpret codes and ordinances and develop procedures to assure compliance from contractors and property owners; ensure construction activities are properly licensed and permitted; maintain complete records of all work performed, and prepare reports periodically; and represent the City in court and before boards in matters regarding codes and ordinances, as directed; investigate environmental complaints; and subject to 24-hour recall.

QUALIFICATIONS: High school diploma or equivalent; Valid Texas Driver's License; five years building trades, or building inspections, experience; good public relations and communication skills – both verbal & written; computer skills/knowledge; basic computer skills; if not certified as Code Enforcement Officer in Training, certification required within 6 months of date of hire; if not licensed/certified in fields required by State, certification required within 6 months of date of hire; ability to perform all related manual tasks.

Code Enforcement Officer I: all duties as indicated above; certified as Code Enforcement Officer; licensed/certified in fields required by State; and good oral and written communication skills.

Code Enforcement Officer II: all duties as indicated above and code certified in Inspection Trades.

PHYSICAL REQUIREMENTS: Fingers, hands, and arms dexterity; eye-hand coordination; good hearing and vision; lifting 50 pounds and over; climbing in, on, and about equipment and vehicles, as well as, in and out of trenches; sitting, stooping, bending, standing, pushing, pulling, squatting, walking, carrying and twisting associated with respective field operations.

STARTING SALARY: **Officer In Training: \$11.69 Officer I: \$13.75 Officer II: \$14.83**

**CLOSING DATE FOR
RECEIPT OF APPLICATIONS: OPEN**

Posted: Wednesday, March 15, 2017 @ 4:30 PM