

**City of Yoakum
Employment & Promotional Opportunities**

Job Posting No: 283

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

DEPARTMENT: **INSPECTION**

ESSENTIAL DUTIES: **ASSISTANT CODE ENFORCEMENT OFFICER IN TRAINING:** Under general supervision of Code Enforcement Officer, assist with the following: 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.

CODE ENFORCEMENT OFFICER IN TRAINING: Primary duties consistent with Assistant Code Enforcement Officer in Training and represent the City in court and before boards in matters regarding codes and ordinances, as directed.

CODE ENFORCEMENT OFFICER: Under general supervision of Code Enforcement Officer I; Primary duties consistent with Code Enforcement Officer in Training.

CODE ENFORCEMENT OFFICER I: Under general supervision of Code Enforcement Officer II; Primary duties consistent with Code Enforcement Officer.

CODE ENFORCEMENT OFFICER II: Under general supervision of City Manager; Primary duties consistent with Code Enforcement Officer I.

QUALIFICATIONS: **ASSISTANT CODE ENFORCEMENT OFFICER IN TRAINING:** Ability to perform all related manual tasks; High school diploma or equivalent; Valid Texas Driver's License; 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 1 year of date of hire. Bilingual preferred but not required.

CODE ENFORCEMENT OFFICER IN TRAINING: Qualifications as stated above; and five years building trades, or building inspections, experience. 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 1 year of date of hire.

CODE ENFORCEMENT OFFICER: Qualifications as stated above; and certified as Basic Code Enforcement Officer; successful completion of Backflow Prevention Assembly Testing School; Licensed/Certified in fields required by State. Good oral and written communication skills.

CODE ENFORCEMENT OFFICER I: Qualifications as stated above; and maintain certifications as required by State; Plumbing Inspector license through the Texas State Board of Plumbing Examiners.

CODE ENFORCEMENT OFFICER II: Qualifications as stated above; and Floodplain Management Certification; Code Certified in Inspection Trades (Electrical, Building & Mechanical); Class D Water License.

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: **Assistant Code Enforcement Officer In Training:** \$11.40
Code Enforcement Officer in Training: \$12.87
Code Enforcement Officer: \$13.41
Code Enforcement Officer I: \$14.03
Code Enforcement Officer II: \$14.83 - \$22.99/hour BOQ

CLOSING DATE FOR RECEIPT OF APPLICATIONS: **OPEN UNTIL FILLED** Posted: Monday, January 24, 2022 @ 1:55 PM