



Job Announcement

November 29, 2018

The City of Live Oak is currently accepting applications for the position described below.

The City of Live Oak is an Equal Opportunity/Affirmative Action employer.

Job Title:

Code Enforcement Officer

Brief Description:

The purpose of this position is to ensure compliance with City codes and ordinances and detect violations of state and local laws and codes. This is accomplished by conducting inspections of properties and identifying violations, issuing notices and citations, resolving disputes, and responding to questions and inquiries regarding codes, ordinances, and violations. Other duties include maintaining records on notices and violations along with assisting the Building Department in regard to issuing permits.

Essential Functions:

Enforces codes and ordinances by receiving complaints; conducting inspections of properties and construction sites; identifying ordinance violations; interpreting codes and ordinances; issuing citations and notices of violations; consulting with complainants; and conducting follow-up for compliance of any previous violations.

Maintains records of enforcement activities by identifying property locations; corresponding with potential violators; tracking progress of violations and compliance; updating records daily; recording information regarding follow-up calls and site visits; and preparing information for City Council meetings and possible court trials.

Provides administrative support by entering data for permits; responding to customer inquiries and complaints; copying and faxing permits to other departments; keeping supplies stocked; representing the interests of the city; coordinating public outreach and education initiatives; and acting as a liaison between the community and the City.

Required Experience and Training:

Level of knowledge of specific vocational, administrative, or technical nature may be obtained with six months/one year of advanced study or training past the high school or equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Over one year up to and including three years' experience required knowledge, skills, and abilities.

Required Certificates and Licenses:

** This job description does not take into account potential reasonable accommodations for the purpose of compliance with the Americans with Disabilities Act (ADA).*

Valid Driver's License and State of Texas Code Enforcement Certification within one year of employment.

Starting Salary:

\$32,883.48 - Annually Step increase after successful six month probation.

Benefits:

Health, Dental (DHMO Plan) and Basic Life, LTD & AD&D paid at 100% for employee along with 45% dependent coverage. Voluntary plans Vision, Additional Life/AD&D, STD and FSA. Retirement Plan - Texas Municipal Retirement System (TMRS) The City matches two to one. An employee becomes vested with the City at five years unless eligible for prior year service credit.

Closing Date:

Until filled

Applications and additional information can be found on the city's web site:

<http://www.liveoaktx.net/departments/human-resources/current-job-opportunities>

Applications will be accepted by fax at 210-653-0015, can be emailed to hr@liveoaktx.net, at the address listed below between the hours of 8:00 a.m. and 5:00 p.m., on the official application form. Applications and additional information is available at * www.liveoaktx.net/departments/human-resources/current-job-opportunities * or by contacting: *City of Live Oak Human Resources* * 8001 Shin Oak Drive * Live Oak, TX 78233 * 210-653-9140*

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