



EMPLOYMENT OPPORTUNITY WITH THE CITY OF LA MARQUE

POSITION AVAILABLE: **CODE COMPLIANCE SUPERVISOR**

GENERAL DESCRIPTION:	Under general direction of the Director of Development Services, the Code Compliance Supervisor performs a variety of Code Compliance duties. The Code Compliance Supervisor coordinates, directs, evaluates code compliance officers and participates in the City's code compliance activities, including evaluating code compliance officer's work performance, attendance and required continued education. Evaluates work schedules and assignments for staff to improve service to citizens and supervises training of new code compliance officers. The Code Compliance Supervisor is directly responsible for over-seeing and assigning investigations of unsafe conditions, sub-standard properties and initiating procedures to abate violations involving zoning ordinances, building codes, residential codes, public nuisances, property maintenance codes, abandoned vehicles, license regulations, health and safety codes and other issues relating to the health, safety and welfare of the community for public and private residential, commercial and industrial property. Approves reports and staff recommendations on sub-standard structures to the Building and Standards Commission as the liaison for the city. Acts as the liaison for the Keep La Marque Beautiful Commission and coordinates all commission activities and financial needs with direction from the commissioners. Assists with the research, development and implementation of policies and procedures to ensure timely and accurate completion of work assignments in compliance with local and state regulations and codes. Inspects, regulates, and monitors all gaming businesses within the city limits to ensure compliance with municipal ordinance and State law. Maintains city contracts on vacant lot mowing and demolitions to include processing liens for all costs incurred by the city. Supervises the yearly collection of fees for the Rental Registration program, including enforcement of the city ordinance. Serves as a technical resource for assigned staff; other city agencies and performs other related duties as required.
MINIMUM TRAINING/EXPERIENCE:	A valid license as a Code Enforcement Officer in good standing, graduation from high school/ GED, and 5 years of construction/law enforcement/code enforcement experience, or combination of experience and education.
SALARY:	\$52,000 Annually
DEADLINE:	Open Until filled

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org The City of La Marque is an Equal Opportunity Employer (EOE). Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below:

City of La Marque
1111 Bayou Road
La Marque, Texas 77568

See job description and Employee Benefits attached.

Job Summary

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General Description

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, flashlights, cameras, hand tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Maintains the Smart Gov database pertaining to Code related cases to ensure that required legal documentation is entered correctly and efficiently.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, or directions from the Development Services Director and City Manager.

Language Ability: Requires the ability to read a variety of correspondence, reports, charts, logs, work orders, manuals, etc. Requires the ability to prepare records, charts, reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variable in situations where only limited standardizations exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including Building Codes and some law enforcement terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graph.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using equipment and vehicles.

Manual Dexterity: Requires the ability to handle a variety of items such as vehicles, hand tools and testing equipment. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to deal with irate or irrational people and de-escalate situation if needed.

Examples of Duties/Knowledge & Skills

- Considerable knowledge of the geographical layout of the City of La Marque and Galveston County.
- Knowledge of Texas Penal Code, Texas Transportation Code, Texas Code of Criminal Procedure, City Ordinances, Building Codes, Health and Safety Codes and other State and Federal violations codes.
Ability to maintain a variety of moderately complex records and to compile reports from such records.
- Ability to communicate effectively verbally and in writing.
- Ability to exercise sound judgment in emergency situations and to adopt quick, effective, and reasonable courses of action.
- Ability to exercise some independent judgment and initiative in performing assigned tasks.
- Ability to prepare clear and concise reports.
- Ability to speak effectively before groups of people.
- Ability to exercise tact and firmness in frequent contact with the general public.
- Ability to deal effectively and equitable with a variety of individuals from various socioeconomic and cultural backgrounds.

Minimum qualifications & Requirements

A valid license as a Code Enforcement Officer in good standing, graduation from high school/GED, and 5 years of construction/law enforcement/code enforcement experience, or combination of experience and education.

Essential Job Functions

The Code Compliance Supervisor plans, coordinates, staffs, prioritizes, monitors, directs, evaluates and participates in the City's code enforcement activities, including investigating conditions, initiating procedures and providing educational programs to abate violations involving zoning ordinances, building codes, housing codes, public nuisances, property maintenance, abandoned vehicles, license regulations and other issues relating to health, safety and welfare of the community for public and private residential, commercial and industrial property; performs the more difficult complex duties as needed; ensures safe work practices, work quality and accuracy. Work with state, county, and local agencies to ensure the health and safety of our citizens. A strong focus on customer service and transparency is required. The Code Compliance Supervisor must be always an example of integrity and dependability for staff and citizens.

The Code Compliance Supervisor or his/her designee is on call 24/7 to respond to emergency situations within the city such as major structure fires, hurricanes, floods, etc.

Special Requirements

A valid driver's license issued by the State of Texas, a Code Enforcement I license issued by Texas Dept of License Regulation and must obtain a Code Enforcement II license and International Property Maintenance and Housing Inspector license within one year of employment.

EMERGENCY OPERATIONS CLASSIFICATION, TIER 1: Employees with specific responsibilities who remain in the city, on the job, and/or at a designated location during an emergency.

Benefits for City of La Marque Employees

Medical Insurance (Blue Cross Blue Shield): City pays the full premium for the employee only. Dependent coverage is offered but is paid by the employee.

Dental/Vision/Life Insurance (MetLife): City pays the full premium for Dental Insurance for the employee only. Dependent Insurance is offered but is paid by the employee.

City offers Vision Insurance for employee & dependents but not paid by the City. Very low premium offered to the employees.

Life Insurance: \$50,000 Basic Life Insurance for an employee.

All insurance does not go in to effect for new hires until 30 days after their hire date and the first of the next month.

TMRS (Texas Municipal Retirement System): Each employee contributes 7% of salary per pay period into the TMRS retirement system. Once the employee is vested (5 years of service), the City matches it 2-1 by time of retirement. Eligibility for retirement is 20 years of service or reaches age 60 whichever comes earlier plus vested five years.

Vacation/Sick Leave: Each employee earns 6.7 hours of vacation per month and 8 hours of sick leave per month.

Holidays: Employees have 12 paid holidays a year.

New Year's Day

Martin Luther King Birthday

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Longevity Pay: When an employee reaches 12 months of service with the City, the employee will start earning \$6.00 a month of longevity pay. The next November they will receive a paper check for the total accumulated. It adds up every year.

ICMA (457 Plan): This is similar to a 401K. A 457 Plan is a retirement savings plan and investment vehicle with tax advantages. This is a supplemental retirement plan offered to employees besides the TMRS plan.

Deer Oaks Employee Assistance Program: A free, confidential benefit offering short-term counseling, resources and referrals for employees and the employee's dependents.

Premier Pension Solutions (Section 125 Cafeteria Plan): This is a Health Care Flexible Spending Account (FSA) and /or Health Reimbursement Account (HRA) dollars can be used for a variety of out-of-pocket health care expenses that qualify as federal income tax deductions under Section 213(d) of the Internal Revenue Code ("IRC").