



**EMPLOYMENT OPPORTUNITY  
WITH THE  
CITY OF LA MARQUE**

**POSITION AVAILABLE: CODE COMPLIANCE OFFICER**

<b>GENERAL DESCRIPTION:</b>	Performs a variety of professional and technical duties related to nuisance abatement, land use, site plans, subdivision, and zoning code compliance. Under limited supervision performs skilled inspection work in securing compliance with established state codes and local ordinances. Work involves inspecting a variety of lots, buildings, facilities, and adjacent grounds to ensure compliance with City codes and ordinances. Responsible for administering and encouraging compliance with all City and County property codes. Must be self-motivated and complete all duties in a timely and organized manner.
<b>MINIMUM TRAINING/EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• High School Diploma or GED.</li><li>• 0 to 2 years of experience in Code Compliance Enforcement.</li><li>• Alternatively, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.</li><li>• Ability to obtain, after 12 months of employment, certification as a Code Enforcement Officer; and,</li><li>• Possession of a valid Texas driver license</li></ul>
<b>SALARY:</b>	(depending on qualifications)
<b>DEADLINE:</b>	Open Until Filled

An application must be completed and may be obtained on the City's website at [www.cityoflamarque.org](http://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 or faxed to 409-935-0401.

**City of La Marque  
1111 Bayou Road**

**See Job Description and Employee Benefits attached.**

**Title:** Code Enforcement Officer (in Training)

**Grade Level:** 12      **FLSA**

**Statuses:** Non-Exempt

**Department:** Inspection Department  
Supervisor

**Reports To:** Code Compliance

### **Job Summary**

Performs a variety of professional and technical duties related to nuisance abatement, land use, site plans, subdivision, and zoning code compliance. Under limited supervision performs skilled inspection work in securing compliance with established state codes and local ordinances. Work involves inspecting a variety of lots, buildings, facilities, and adjacent grounds to ensure compliance with City codes and ordinances. Responsible for administering and encouraging compliance with all City and County property codes. Must be self-motivated and complete all duties in a timely and organized manner.

### **General Description**

Responsible for conducting field investigation and enforcing La Marque City ordinances, including but not limited to: land use, zoning, lot mowing, signs, nuisance accumulations and construction contractor licensing. Applicant has considerable public contact and must have the excellent customer skills required to help achieve compliance. Work is performed under the supervision of the Code Enforcement Supervisor or his/her designee, who reviews work through conferences, reports and observations of work performed.

### **Examples of Duties/Knowledge & Skills**

Reports (in written form or electronic) all complaints and violations using report forms/computers, pictures, and other evidence, resolves complaints/violations with complainants and violators when possible. Follow up, records and reports activities until the problem has been resolved.

Prepares cases (violations, notices) and testifies before the Municipal Court, The Building Standards Commission or other legal proceedings having jurisdiction. This includes mailing violation letters, posting notices and other correspondence required by ordinance or law.

### **Minimum qualifications & Requirements**

#### **Ability to achieve compliance using excellent customer service skills.**

Must be able to pass a criminal background check.

Must have excellent organizational skills.

Knowledge of City ordinances regarding zoning regulations, codes, procedures, and land use requirements; enforcement regulations firmly, tactfully, and impartially.

Knowledge of methods and procedure involved with enforcement of Codes and Ordinances, 2018 Building Code, Residential Code, and International Property Code.

Ability to work effectively with the public, contractors, state agencies, elected and appointed officials.

#### **Ability to communicate effectively, verbally and in writing.**

Ability to work outside in varied weather conditions; ability to climb, crawl, bend, and stoop as necessary to inspect sites.

The work hours and days for this position is Monday - Thursday; 7:30 a.m.-5:30 p.m. Friday, 7:30 a.m.-11:30 a.m. with alternating weekends required.

Must be available for emergency call outs and rotate being on-call when supervisor is not available.

### **Essential Job Functions**

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
  - Attendance Policy
  - All Safety Policies and Procedures
  - Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments Code Compliance);
- Enforces violations concerning non-compliance with overgrown vegetations, junked cars, dilapidated buildings, and Property Management Code violations; inspects sites of code violation allegations and determines violations or compliance; maintains detailed reports and records pertaining to inspections and code enforcement work, performs follow-up inspections.
- Promptly conduct investigations in response to community complaints and initiate enforcement of alleged code violations in cooperation with citizenry and enterprises; research applicable code sections, contact violators in person and initiate compliance procedures; gather and preserve evidence as required for legal proceedings.
- Provide technical information and assistance in person, in writing, or on the telephone to the public; explain and educate citizens on municipal codes.
- Communicate with a variety of City departments, state and county agencies, contractors, and others concerning case preparation, file research, and code compliance.
- File complaints for Code violation in court of jurisdiction.
- Prepare and maintain documentation on cases with meticulous detail daily.
- Testify in court.
- Builds trust and integrity with community through open and frequent communications and superior service and responsiveness to citizen complaints; and provides daily updates to complainants by phone calls or emails.
- Perform all other duties as assigned

### **Education and Experience**

- High School diploma or GED.
- 0 to 2 years of experience in Code Compliance Enforcement.

- Alternatively, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Ability to obtain, after 12 months of employment, certification as a Code Enforcement Officer; and,
- Possession of a valid Texas driver license

## 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.

**Mission Square (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").