



---

## Title: Code Compliance Officer / Fire Marshal

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position

### BRIEF DESCRIPTION:

The purpose of this position is two-fold. It includes two distinct functions and can be referenced by each individual function.

**As Code Compliance Officer**, provide support to the code compliance and building inspection department. This is accomplished by conducting inspections of residential and commercial properties and identifying violations. Responds to customer complaints and answers questions regarding specifications, issues warning notices and citations, maintains inspection and code files. Must be familiar with the operation of the computer system for issuance of city permits (INCODE). Must conduct City sweeps for City Ordinance violations as directed.

**As Fire Marshal**, support the City with Fire Marshal duties as referenced in City Ordinance Article 5.02 and Fire Prevention Inspection Services. This is accomplished by investigating the cause, origin and circumstances of every fire occurring within the City. Must determine whether fire is caused by carelessness or design. Must keep record of all fires, related facts, statistics and circumstances, including the origin of the fire(s) and amount of loss. Must conduct fire prevention services and inspections to include fire plan review/examination, review installation of fire alarm systems, fire sprinkler suppression systems and hood suppression systems. **OTHER DUTIES:** Organizes project construction plans, and maintains an organized work environment. Position supports the Code Compliance Supervisor, Assistant Code Enforcement Officer, Director of Public Works, Building Inspector, Floodplain Specialist, other City Departments and the general public.

### REPORTS TO:

This position reports to the Code Compliance Supervisor

### SUPERVISES:

None



**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
---	---	--	---	---

#	Code	Essential Functions	% of Time
1	L	Assists with inspections and permit applications by discussing guidelines for inspection(s) with property owners and contractors; verifies information is correct on residential and commercial permit applications; attains information regarding property setback requirements to comply with city ordinances; reviews permit applications for errors or missing information and obtains the Code Compliance Supervisor’s signature to process all documents and processes permits and forwards them to City Hall for payment and issuance. Assists the Flood Plain Administrator by maintaining files for both commercial and residential properties within the floodplain. Assists the Director of Public Works as needed. Performs other assigned duties as required by Code Compliance Supervisor.	70%
2	M	Investigates the cause, origin and circumstances of every fire occurring within the City. Must determine whether fire is caused by carelessness or design. Must keep record of all fires, related facts, statistics and circumstances, including the origin of the fire(s) and amount of loss. Must conduct all fire prevention services and inspections to include fire plan review/examination. Must plan review/inspect installation of fire alarm systems, fire sprinkler suppression systems and hood suppression systems. Serves as liaison between the City of Hondo and the Hondo Volunteer Fire Department.	30%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Under and including five years.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of views to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives General Direction: Within this job, the employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy to apply to duties. Performance is reviewed periodically. Typically would see an experienced technician working in relatively complex and diverse areas or seasoned professional applying widely accepted principles at this level.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical and analytical judgement and decision making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Monitors department receipts/invoices for correct coding and payment. Conducts monthly review of Department's budget.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate: Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Driver's License. Certifications in Code Enforcement, Fire Inspector, Plan Examiner, Peace Officer or able to attain within six-months of employment and as directed by Department Head.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	<b>X</b>	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	<b>X</b>	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
--	--	--	--	--

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	observing work site, communicating with co-workers
Sitting	F	desk work, meetings, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies, equipment
Carrying	F	files, supplies, equipment
Pushing/Pulling	R	file drawers, equipment, tables and chairs
Reaching	O	for supplies, for files
Handling	C	paperwork
Fine Dexterity	C	computer keyboard, calculator, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	F	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	job site
Bending	C	filing in lower drawers, retrieving items from lower shelves/ground, equipment
Twisting	F	from computer to telephone, getting inside vehicle
Climbing	R	Stairs
Balancing	R	Ladders
Vision	C	driving, observing work site, reading, computer screen
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, copier, calculator, hand-held radio, city vehicle, computer, and associated hardware and software.

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

<b>-Health and Safety Factors-</b>	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	O
Fire Hazards	O
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	O

<b>-Environmental Factors-</b>	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	M

(1) Verbal Abuse

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective Personal Equipment (Steel Boots, Hard Hat, Gloves, Reflective Vest, etc.)

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
---	---	---	-----------------------------------

<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 2 below)	R

(2) Office Environment, vehicle and outdoors

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



---

**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

_____	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Head	Signature of Department Head	Date

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.