

**JOB VACANCY ANNOUNCEMENT
CITY OF HARLINGEN**

Job Title: Code Compliance Officer
Department: Code Compliance
Opening Date: 06/12/2018

Hiring Range: \$12.0602/hr
Job Status: Full Time
Closing Date: Open Until Filled

JOB SUMMARY:

Inspects existing buildings and dwelling units to determine compliance with city ordinance standards. Incumbents make independent judgments in the field in accordance with departmental policy, and must effectively communicate these decisions to others to obtain compliance. Incumbents report to the Code Compliance Manager and work is evaluated based upon result obtained. Incumbent must be available to work weekends if needed.

QUALIFICATIONS:

- Knowledge of City codes and ordinances.
- Knowledge of principles, practices, methods and techniques of code violation investigation and enforcement.
- Ability to understand written and oral instructions
- Ability to respond to inquiries, complaints and requests for service.
- Ability to perform other duties as assigned depending upon work location, assignment or shift.
- Associate's degree or equivalent from a two-year college or technical school; or three years related experience and/or training; or equivalent combination of education and experience.
- Valid Texas Driver's License
- Texas Department of Health-Code Enforcement Officer License.

PHYSICAL REQUIREMENTS:

The employee frequently is required to sit and use hands and fingers. The employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust.

Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550 City Website: www.myharlingen.us

THE CITY OF HARLINGEN IS AN EQUAL EMPLOYMENT OPPORTUNITY/DRUG FREE EMPLOYER