

CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR

The City of San Saba is accepting applications for one full-time Code Enforcement Officer/Building Inspector.

Summary of Position: This is a full-time position under the San Saba Police Department. As a Code Enforcement Officer/Building Inspector, one needs to be skilled in administrative and inspection work on the enforcement of the various codes and ordinances. This individual will perform a routine inspection of sites to enforce ordinances concerning high grass, weeds, junk, abandoned vehicles, and dangerous buildings. This person also performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations. Work is performed with considerable independence with established laws, codes, ordinances, and technical guidelines.

Essential Job Functions: Essential duties and functions include, but are NOT limited to; Periodically patrols or inspects the City of San Saba to monitor for violations of local codes; Responds to complaints or potential code violations relating to signage, high grass, and weeds, nuisances, hazardous conditions, dangerous buildings, abatement, housing conditions, land use, zoning, subdivision ordinances, animals, noise, dumping, polluting, or other code related matters; Responsible for the enforcement of city building, plumbing, electrical, mechanical, gas and fire codes; makes field inspections of buildings and building construction to ensure code compliance; inspects commercial and institutional buildings, as necessary, for compliance with applicable codes; Assists with administering zoning ordinance regulations; assist in reviewing and processing zone change requests and development proposals; Reviews building plans, interprets codes and advise citizens, builders, etc. on related inquiries, issues permits; Considerable interaction with the public, including timely and effective response to citizen complaints and inspects properties for violations or ordinances; initiates action in municipal court when necessary; Stay abreast of new codes and ordinances; Learn local geography including the location of streets, water mains and hydrants, and the major hazards of the City; Prepare clear and accurate correspondence, documents, and reports; Prioritize and organize various assignments to produce efficient and effective results; Communicate clearly and concisely, both orally and in writing; Prepares and monitors the departmental budget; Attends City Council meetings and responds to questions and requests when needed.

Experience and Training: Must be a United States Citizen and possess a valid Social Security Card; Must have a valid Texas driver's license and maintain a satisfactory driving record; High school diploma or equivalent; Must pass a background investigation and drug test.

Certificates: Must be certified with the Texas Department of License and Regulation (TDLR) as a Code Enforcement Officer or be able to obtain certification within 1 year.

TMRS Retirement; Medical Insurance; and Vacation, Sick Time, and Paid Holidays.

Salary will commensurate with experience.

Applications will be accepted until position filled. Applications can be picked up at City Hall from 7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30am on Friday. For additional information, please contact City Hall at (325) 372-5144.

City of San Saba
303 S. Clear Street
San Saba, Texas 76877
325/372-5144

*An Equal Opportunity Employer
Pre-employment drug test required*