

The City of Edna is accepting applications for a full-time Code Enforcement Officer.

Under general supervision the purpose of this position is to perform health, safety and city ordinance inspections in accordance with city, state and federal standards. Determines the presence of nuisance violations, health hazards, unsafe building conditions and violations of any building or land use regulations, statute or ordinance. Position is responsible for issuing notices of violations and citations for non-compliance to both the public and private sector in reference to local ordinances, codes and permits, prepares cases for judicial process. This position is also a public information resource. Performs related work as assigned. Ability to handle sensitive public contacts and the ability to deal with public tactfully and courteously, but firmly when necessary.

The City of Edna has a competitive benefits package that includes employee insurance and retirement. *Salary:* Depending on qualifications and experience. This position is open until filled.

The City of Edna is an Equal Opportunity Employer.

- Minimum one (1) year experience; *preferred*
- Must possess a valid Class "C" Texas driver's license;
- Good Driving Record;
- Code Enforcement Officer Certification from the Texas Department of Licensing & Regulation;
- Electrical Inspectors Certification;
- ICC International Property Maintenance Inspector Certification;
- ICC international Zoning Inspector Certification;
- *If applicant does not have any of the above certifications; Applicant must obtain any/all within one year of date of employment.*
- Must have ability to work independently and cooperate with fellow employees as a team member.
- Must be able to have excellent communications skills through telephone, written and face-to-face interactions. Proficient computer skills. Maintain records and prepare reports; conduct inspections of home and businesses for compliance with the applicable codes; deal effectively with individuals under stress; work indoors as well as out-of-doors environment with exposure to dust, heat, cold, fumes and loud noise intensity; maintain physical activity over prolonged periods of time including, standing, walking, kneeling, stooping and moving/lifting objects; ascend and descent ladders/stairs.