


CITY OF BONHAM JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process.
Please call the Human Resources Department 903-583-7555 ext. 101 to request the assistance.

	<p>Date Posted: 05/17/2022 Closing Date: Open Until Filled Positions Open: 1</p> <p><i>Notice: The City of Bonham only accepts applications when we have advertised to fill vacancies. The City of Bonham does not accept applications at any other time. If you submit a resume without an employment application, you will not be considered for the position. Applications can be obtained at the Bonham City Hall or online at www.cityofbonham.org.</i></p>		
Position:	Code Enforcement Officer	Job Status:	Full time
Department:	Community Development	Supervisor:	Mark Kinnaird, Director
Salary:	<ul style="list-style-type: none"> \$35,000 to \$40,000 annually DOQ To include paid vacation, sick time, personal time, holiday, retirement, and longevity pay. Medical, dental, and vision insurance available at minimal costs. 		
Duties:	<ul style="list-style-type: none"> Applicants must have an understanding of codes, ordinances, or other statutory guidelines preferably related to housing, zoning, health, and safety required. Working knowledge of computer systems and computer usage; Familiarity with typical construction practices and material applications preferred. Strong oral and written communication skills required. Must be skilled at customer relations, research capable, decisive, and possess sound judgment skills. Must be able to read maps, prioritize daily duties and apply effective time management practices. Must be willing to learn a variety of different competencies which include permitting, plan review and building inspections. Will inspect properties and structures for compliance with applicable Zoning and Code of Ordinance regulations; Conduct field inspections of residential and commercial property to ensure housing and property maintenance code compliance with all applicable codes and ordinances; Attend community meetings and work directly with residential groups to alleviate neighborhood issues; Educate community on City standards in the area of housing, zoning, health and safety; Maintain accurate records of inspections and actions taken; prepare technical and statistical reports; Issue citations as required; prepare documentation and represent the City in court cases when necessary; Maintain case files on ongoing and/or substandard structure cases; Issue contract work orders for abatement services as needed; Collect data required to assist the department in the development of program plans; Notify property owners of violations regarding City codes and ordinances; Make recommendations for corrective actions in accordance with current codes and ordinances, and monitor compliance; Research and apply relevant codes; Input inspection data into database system and update case information. Train in performing building, electrical, plumbing and mechanical inspections for residential, commercial and industrial projects. 		

Education:	<ul style="list-style-type: none">• High school diploma or GED required. College or technical degree preferred.• One (1) year demonstrated experience in effective implementation of community programs, case management, building, and housing inspections.• One (1) year experience in code enforcement is preferred.
Requirements:	<ul style="list-style-type: none">• Texas Class C driver's license is required and must be maintained in good standing throughout employment in position.• Must be a certified Code Enforcement Officer in the State of Texas or must obtain certification as a State of Texas Certified Code Enforcement Officer within one (1) year of assignment to position.
Overview:	