



The City of Rusk is hiring a Code Enforcement Official.

Summary: Under general supervision, conduct field inspections and investigations, and enforce municipal code, state and federal laws and regulations, zoning, licensing and air quality, environmental, health and safety issues to ensure protection of public health.

Essential Job Duties:

- Investigate complaints and enforce regulatory codes and ordinances;
- Conduct on-site inspections and investigations of properties to ensure compliance with city or state ordinances;
- Patrol designated areas of the city and respond to and investigate complaints;
- Issue correction notices, cease and desist orders, or citations for violations;
- Lead special projects, inspections and investigations such as surveillance and monitoring of potential violations;
- Recommend work procedures;
- Maintain accurate documentation on appropriate form and tracking of violations, inspections, and code enforcement activities;
- Respond to inquiries;
- Assist with research on special properties as directed;
- Provide accurate documentation and tracking of violations, inspections, and section activities;
- Prepare records and assist with reports necessary for presentation in court and testify in court;
- Keep abreast of current trends of code compliance and maintain certification requirements;
- Consult with other entities as necessary;
- Recommend revision of existing ordinances and codes;

- Recommend additional ordinances or revisions related to issues not currently addressed under city codes and ordinances;
- Research property ownership.

Required Knowledge and Skills:

- Knowledge of the principles, practices and methods of investigation and enforcement of federal, state and City codes, ordinances.
- Knowledge of federal, state and local regulations and professional standards that could impact health and safety of residents.
- Knowledge of public speaking and public relations methods.
- Knowledge of personal and/or network computers, office word processing and database software applications, multi-line phones, faxes, copiers, and calculators.
- Ability to interpret laws, rules, regulations, and ordinances specific to a variety of health, safety, environmental or nuisance prevention codes and regulations.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information.
- Clear, concise oral and written communication.

Fluency in the English and Spanish a plus. Applicant must be 21 years of age. Go to www.rusktx.org for a complete job description and application. Applications or resume may be emailed to cthompson@rusktx.org; mailed or picked up and returned in person to 108 East 5th Street, Rusk TX 75785. Position is open until filled. EEOC