



2000 Forest Ridge Drive, Bedford, Texas 76021
www.bedfordtx.gov (817) 952-2178

Open: October 05, 2015
Closed: When Filled

JOB POSTING
Code Compliance Officer
Full Time
Monthly Salary: \$3,383

JOB SUMMARY:

Inspects and evaluates properties and structures to insure compliance with City of Bedford's codes and ordinances. Prepares and serves notices to correct violations, and may issue citations for matters of non-compliance.

MINIMUM QUALIFICATIONS:

- One-year certificate from college or technical school relating to this position; or a combination of education and experience preferred.
- Must have Code Enforcement Officer Certification issued by the Texas Department of State Health Services or be able to obtain Code Enforcement Officer In-Training Certification when hired.
- Must possess a valid Texas Drivers License.
- Must be able to lift and/or move up to 50 pounds.

SKILLS AND EXPERIENCE:

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrated knowledge of Windows operating environment as well as Microsoft Word.

TO APPLY:

Online applications will not be accepted for this position. Please print and complete the application with attached Application Addendum provided at www.bedfordtx.gov/hr or pick up an application and Application Addendum from the Bedford Law Enforcement Center at 2121 L. Don Dodson Dr. or Human Resources at 2000 Forest Ridge Dr. in Building B.