



2000 Forest Ridge Drive, Bedford, Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: October 15, 2013
Closed: When Filled

JOB POSTING
Code Compliance Officer
Full Time
Monthly Salary: \$3,098

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.

MINIMUM QUALIFICATIONS:

- Must possess a valid Texas Drivers License
- High School diploma or GED
- 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 be 18 years of age
- Must be able to lift and/or move up to 50 pounds

SKILLS AND EXPERIENCE:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- 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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- 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:

Applications are available online (www.bedfordtx.gov), Law Enforcement Center, 2121 L. Don Dodson, Bedford, TX 76021 or at City Hall, 2000 Forest Ridge, Bedford, TX, 76021. **Application addendum** also needs to be completed and turned in with application.