



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

Open: September 9, 2014
Closed: When Filled

JOB POSTING
Code Compliance Officer
Full Time
Monthly Salary: \$3,252

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:

- 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:

- One year certificate from college or technical school relating to this position; or a combination of education and experience preferred.
- 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:

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.