



## JOB POSTING

Applications Accepted  
Until Filled

<b>Position:</b>	<b>Code Compliance Officer</b>
<b>Department:</b>	Police Department
<b>Employee Category:</b>	Full-Time
<b>Hourly Salary:</b>	\$20.30
<b>Work Schedule:</b>	Monday – Friday from 8:00AM – 5:00PM
<b>To Apply:</b>	Applications available to fill out and print online <a href="#">click here</a> or go to our website <a href="http://www.bedfordtx.gov/hr">www.bedfordtx.gov/hr</a> . Please deliver or mail to Bedford Police Department: Recruiting – 2121 L. Don Dodson Drive.

**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. May issue citations for matters of non-compliance. Explains requirements of housing standards ordinance to property owners, building contractors, and other interested parties.

### **MINIMUM QUALIFICATIONS:**

- One year certificate from college or technical school relating to this position; or a combination of education and experience preferred.
- A valid Texas Drivers License.
- 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 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 exist.
- 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.