



POSITION DESCRIPTION  
TOWN OF ARGYLE, TEXAS

**POSITION TITLE:** Public Works Construction Inspector/Code Enforcement Officer

**DESCRIPTION DATE:** August 2011  
Updated September-2021

**DEPARTMENT:** Public Works

**REPORTS TO:** Public Works Director and/or Community Development Director

**FLSA:** Nonexempt

**POSITION SUMMARY:** Under the direct supervision of the Public Works Director and/or Community Development Director, the incumbent has dual responsibility for Code Enforcement related activities and Construction Inspection. Code Enforcement related duties include the enforcement Codes related to zoning, home occupations, signs, high weeds, junk and trash, junk vehicles, minimum housing standards, unsafe building abatement, and other related duties as may be assigned. Construction Inspection involves performing construction inspections, maintaining inspection records and producing construction inspection related reports. Performs legal checks and property inspections for condemnation purposes. Performs residential and commercial inspections for culverts and driveways and connections to the wastewater collection systems prior to the release of a Certificate of Occupancy. Assist various Town departments, boards, commission and committees as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE TOWN AS THE NEEDS OF THE TOWN AND REQUIREMENTS OF THE POSITION CHANGE.

**ESSENTIAL COMPETENCIES**

1. Demonstrates competencies related to the application of Argyle Core Values.
2. Ability to read, understand, interpret, explain, apply and enforce City Codes, Ordinance and Building Standards as required.
3. Demonstrates judgment and interpersonal skills necessary to effectively consult with property owners about code violations.
4. Demonstrates understanding of Town's infrastructure maps, errors or oversights in location records and ability to locate and identify existing underground utilities in order to avoid contractor damage.
5. Ability to review a Site Plan and make comments and advise alterations in light of infrastructure needs associated with new construction.
6. Must be able to operate a survey level, record and interpret survey information in order to establish and verify lines and grades.
7. Read, understand and modify record drawings for use by Public Works crews.
8. Read, understand and review plans and specifications for infrastructure construction projects.
9. Must have excellent mathematical skills in calculating grades, volumes and areas.
10. Ability to provide written, verbal and non-verbal communication in a manner that accurately reflects Town Codes, Ordinances, Building Standards and Core Values.

## REQUIRED QUALIFICATIONS

**Education/Experience/Certificates/Licenses/Eligibility:** High School Diploma or General Equivalency Diploma (GED) is required. Five (5) years experience in Code Enforcement, construction installation, utility line maintenance and/or combination of. Must be certified as a Code Enforcement Officer through the Texas Department of Health or have the ability to obtain certification within six (6) months of employment. Must have a valid Texas Class C driver's license.

**Interpersonal:** Must be able to effectively communicate with citizens and contractors in situations and circumstances that can be emotional and unpredictable. Must be able to diffuse emotional encounters with facts, reason and an accurate portrayal of the Town's Codes and Ordinances conveyed in a supportive and positive manner. Must remain calm and focused in stressful and urgent situations.

**Critical Thinking:** Must be able to reach accurate and reliable solutions to various problems that require excellent math skills (surveying, area and volume calculations, building and code related calculations etc.) Must be comfortable with analysis of empirical information and reporting of accurate and reliable corrections.

**Knowledge:** Must demonstrate working knowledge of Argyle Core Values and Public works policies, procedures and objectives. Must be up to date in knowledge of Codes and Codes enforcement requirements. Must possess working knowledge of construction inspection requirements and stay up to date on new techniques, standards and applications for infrastructure construction. Must have or be able to quickly acquire working knowledge of Town infrastructure maps and locations of lines, valves, meters, etc.

**Physical:** Must be prepared to meet the physical demands of outdoor work in inclement weather at all hours including required overtime as needed. The primary work is outside, must be able to work in inclement weather conditions ranging from cold and wet winter days below freezing, to hot and humid summer days with temperatures above 100 degrees Fahrenheit. Must be able to walk through a variety of terrain including uneven ground, ditches and drainage areas.

## CORE VALUES EXPECTATIONS

### *SERVICE*

The Code Enforcement Officer/Construction Inspector is a highly visible front-line provider of services that are critical to the day to day health and safety of the community and the structures erected in Argyle. This service involves day to day interaction with customers and citizens alike and requires a high degree of customer service skills. This service is demonstrated by characteristics including consistency, fairness, objectivity, responsiveness, knowledge, experience, judgment, tact and patience.

### *INTEGRITY*

The Code Enforcement Officer/Construction Inspector must exhibit impeccable integrity in day to day duties which will include circumstances that will routinely challenge the individual's integrity. Integrity is to be demonstrated by honoring appointment/inspection commitments to customers and citizens; being impartial, honest and fair in all matters; equally applying the rules in a manner that reflects a sincere desire to serve others as well as enforcing Ordinances and construction standards. Integrity is expected in the execution of inspections, review of code enforcement violations, and what can be frustrating re-inspections and reviews. It is important to remember that integrity in this position represents the community's confidence in building standards, safety compliance and the overall health and welfare of the community. These standards must be on display at all times, both on and off the job as the position is highly visible in the community and viewed as representative of the Town's employee's attitude and performance.

### *LEADERSHIP*

The Code Enforcement Officer/Construction Inspector position is a position of significant leadership. Even though the position does not supervise a crew, the position is viewed by the community of representative of all front line services the Town provides. Because of the nature of the interaction of the position with customers and citizens, the person occupying this position must display leadership virtues in every aspect of the job, from knowledge of the subject matter and fairly enforcing rules to inspiring confidence in the Town's methodology and procedures involving code enforcement and building inspections. Leadership is displayed through maintaining up to date knowledge of Ordinances, rules and procedures as well as constantly improving responsiveness and customer service practices and serving as an example to other employees how to execute critical front line services.

### *TEAMWORK*

Code Enforcement Officer/Construction Inspector display of teamwork characteristics apply not only to fellow employees and the execution of common tasks involving other departments, but more importantly as it relates to creating a spirit of teamwork with those to whom service is rendered, be it inspections or enforcement action. The position should instill a sense of common appreciation and compliance with Ordinances involving health, safety and welfare and be prepared to listen to input, answer questions and respond patiently but firmly in a manner that enlists support and understanding.

### *COMMUNICATION*

The most important customer service attribute of the Code Enforcement Officer/Construction Inspector is the ability to communicate on multiple levels. Verbal communication must be clear, consistent, accurate and professional even in circumstances where there may be an unwillingness to reciprocate by the customer or citizen. Written communication must be formatted in a manner that reflects thorough and timely reviews, inspections and visits regarding violations. In addition, it must be accurate and thorough in the event written documents are called into question or even subpoenaed. Written communication will be required in hand written notes and scheduling activities as well as automated in the case of inputting forms and reports on computer or a handheld device. Non verbal communication is also a critical characteristic for the position. The nature of the job requires a professional non-verbal posture, tone and attitude of service to others even in circumstances where confrontation is unavoidable. Non verbal communication should display confidence as well as humility and a calm and unstressed body language.

### *CONTINUOUS IMPROVEMENT*

As with any position requiring advanced training, certifications and continuous learning, the Code Enforcement Officer/Construction Inspector must be up to date on current methods and practices of the profession. Amendments to Ordinances, Codes and/or building standards occur constantly which requires careful and thorough training in order to stay up to date. Customer service skills should be constantly improving as well by taking advantage of professional training opportunities as they arise. Experience is highly valued in this position as it is impossible to train for every circumstance encountered. As such, it is important that the individual performing these duties be a self starter who is constantly seeking to improve their skills and understanding of their craft.

### *PROFESSIONALISM*

In order to succeed, the Code Enforcement Officer/Construction Inspector must always display professionalism. Professionalism in the position is expressed in a number of ways including; knowledge of Codes, Ordinances and Building Standards; fair, consistent and impartial enforcement and inspection and re-inspection procedures; accurate reporting and record keeping; maintaining continuing education requirements; participation in professional organizations that encourage peer to peer review, skills improvement and technical knowledge related to methods, practices and technological advances. Maintaining a professional attitude is crucial in intense circumstances. This professional demeanor is displayed by being able to effectively communicate opposing views and correcting misinterpretation without being objectionable, terse or rude.

## **STRATEGY FOCUS - DETAILED OBJECTIVES**

### **Process**

1. Inspects all aspects of Public Works infrastructure construction and reconstruction by contractors and/or city crews on public utility projects.
2. Provides accurate and timely locate services for public and/or private utility contractors including maintaining and updating record drawings.
3. Review and comment on utility aspects of Site Plans and submitted plans and specifications.
4. Provides Code Enforcement services consistent with Town Codes, professional and customer service standards and established procedures.
5. Provides accurate and timely surveying work as required in conjunction with utility inspection and planning.
6. Coordinates and reports on testing of water and sewer utility infrastructure.
7. Performs all functions in compliance with safety standards including industry safety standards, state law and Town Ordinances and Engineering and Building Standards.
8. Maintain accurate and timely reporting of permitting and enforcement documentation.
9. A new policy was implemented by the Police Department and the Town Attorney on July 25, 2012 to research, investigate and issue a citation if a contractor(s) is working after hours. The Police Department will fill out a report and the report is directed to the Code Enforcement Department.
10. The Code Enforcement has been assigned to evaluate and take weekly pictures of current existing Zoning, Drainage, and Street issues for files.
11. The Code Enforcement Department works with Building Inspection, Animal Control and the Argyle Fire Department for helpful input on cases as needed.
12. The Code Enforcement is involved with the inspection, etc. for Demo permits as needed.
13. The Public Works Inspection Department interacts with Under Ground Utility Companies, for usefulness and effective Right-Of-Way locations, within Argyle Town limits.
14. Participate in Annual Cleanup Day & Household Hazardous Waste collection event.

### **Financial**

1. Operate and maintain equipment and vehicle(s) efficiently and in a manner that prolongs usefulness and efficient operation.
2. Offers effective and useful input to supervisor reflecting industry best practices and operating efficiency measures.
3. Efficiently and thoroughly inspects infrastructure to avoid down times, interruptions in service or customer inconvenience.
4. Tracks one year and two year maintenance programs and issues warranty letters.
5. Maintains an active punch list that involves working with contractors, and Town Engineer to efficiently complete a final inspection of all infrastructures and street projects.

### **Customer**

1. Interacts with customers and citizens in a manner that reflects excellent customer service and thorough and effective interaction.
2. Maintains and effective and productive relationships with fellow employees, supervisors and Town staff.
3. Listens and acts on customer related concerns in a manner that results in timely compliance with Town Codes, Building Standards and State law.
4. Exhibits effective written, verbal and non-verbal communication that results in clear understanding of applicable Codes, Standards, laws and procedures.

5. Work closely and in direct communication with the Building Inspection, Animal Control and the Argyle Fire Department for helpful input on Code Enforcement cases as needed.
6. Work closely and in direct communication with Argyle Water Supply Corp., TxDot, Atmos Energy, CoServ, TXU, Argyle ISD, Liberty Christian School, Denton Co. R&B, and various other entities regarding Public Works related matters.
7. Reports negative customer service encounters and/or claims to supervisor immediately.
8. Must demonstrate an open and friendly demeanor to customers, citizens and Town staff that reflects good judgment and professional standards.

### **Learning**

1. Maintain timely certifications and continuing education as prescribed.
2. Demonstrates a desire to continue learning new ideas, applications and procedures which improve job knowledge, skill set and performance.
3. Displays an awareness of current safety standards which reflect industry best practices.

### **Special Conditions:**

1. Must be willing to work overtime, shift work, weekends, flexible hours, holidays and on-call emergencies.
2. Work Days may be Monday through Friday or Tuesday through Saturday 7:30am – 4:00pm working in all weather extremes or working overtime as needed in all hours of the day or night.
3. Participate in Special Town events as required.
4. A performance evaluation will be conducted at the end of a 180 day trial period.