



# City of Saginaw

333 West McLeroy  
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Saginaw, Texas 76179  
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[www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

## JOB OPPORTUNITY ANNOUNCEMENT CODE ENFORCEMENT OFFICER

OPEN DATE: April 21, 2022

CLOSING DATE: Open Until Filled

BEGINNING SALARY: \$40,450 - \$51,240 (DOQ)

### MINIMUM REQUIREMENTS:

- CITIZENSHIP: Must be a United States Citizen by birth or naturalization.
- EDUCATION: High School or Equivalent
- DRIVING: Must have a valid Texas Driver's License and maintain a good driving record.
- CERTIFICATION: Certified Code Enforcement Officer preferred or must be willing to obtain certification within one year from date of employment.

Must be able to perform essential and non-essential job duties with or without a reasonable accommodation.

### All applications must be returned with the following:

- a. Copy of valid Texas Driver's License or valid Identification
- b. Copy of Social Security Card
- c. Authorization to Conduct Drug and or Alcohol Testing Form
- d. Authority for Release of Information and Wavier Form
- e. Supplemental Work and Personal History Form (Page 1 and 2)
- f. DPS Computerized Criminal History (CCH) Verification Form

**Failure to comply with this request could disqualify you.**

### Application packets available:

In person: City of Saginaw, Human Resources, 333 W. McLeroy Blvd., Saginaw, TX 76179  
Online: [www.saginawtx.org](http://www.saginawtx.org)

Completed application packets can be emailed to: [applications@saginawtx.org](mailto:applications@saginawtx.org)

**NON-TOBACCO USERS PREFERRED  
NO SMOKING INSIDE ANY CITY BUILDINGS OR VEHICLES**

### HIRING PROCESS

The hiring process will consist of the following: Oral interview, background check, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

### Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U. S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

## EMPLOYEE BENEFITS

SALARY:	Salary ranges are designed to be competitive with municipalities and industries
RETIREMENT:	Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%)
LONGEVITY:	\$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
SERVICE AWARDS:	Service pin awarded 5 years of service, a diamond added for each additional 5 years
VACATION:	48 hours after 6 months, 48 hours at 1 year 1-5 years      2 weeks 5-15 years     3 weeks 15-25         4 weeks 25 plus years   5 weeks
SICK LEAVE	40 hours after 6 months, then hours accrue monthly up to 320 hour maximum.
HOLIDAYS:	New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day, and 2 Floating Holiday
INSURANCE:	Medical and Dental (Employee portion paid by City, dependent coverage optional and City will pay maximum of \$365.00 per month)  Life 50,000/50,000 (Paid by City)
OTHER:	Mandatory payroll direct deposit to checking or savings account AFLAC (Optional) Deferred Compensation Plan (Optional) Disability Plan after 1 year of employment

**CITY OF SAGINAW  
JOB DESCRIPTION**

Job Title: **Code Enforcement Officer**  
Department: Inspections  
Full Time Position

Effective: 04/21/2022  
State Employment Commission Code: 9199  
Worker's Compensation Number: 8831

**Job Summary:**

Work is performed under the supervision of the Chief Building Official. Enforces laws and performs in all areas pertinent to enforcing the ordinances. Exercises sound judgment within limits prescribed by laws, rules, regulations, and department policies with guidance from supervisor. Work is subject to review through activity reports and periodic observation of operation. Performs related work as required.

**Essential Job Functions:**

Performs code enforcement duties to ensure compliance with local ordinances. Inspect single family homes, apartment buildings, businesses, vacant lots and other properties; ensures compliance with applicable zoning and environmental health codes, ordinances and regulations; determines whether property is in compliance; issue notices on violation as required; documents all actions and notices; performs follow-up inspections to ensure compliance. Responds to alleged violations; interviews complainants, witnesses; takes photographs of violations and documents activities. Meets with citizens who are in violation of city codes; explains actions required to comply with ordinances. Performs research to determine the approved conditional uses of property; researches ownership and takes action to enforce city codes. Interfaces and coordinates activities with other city departments, government agencies and the private sector. Maintains records and reports of inspections and surveillance activities, prepares reports as required. Responds to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

**Other Job Functions:**

Assists other departments as needed.

**Required Education, Degrees, Certificates, and/or License:**

High School Diploma or General Equivalency Diploma, Registered Enforcement Officer preferred or must be willing to obtain certification within one year of date of employment. Valid Texas Driver's License.

**Experience, Training, Knowledge, and Skills:**

Working knowledge of city ordinances, laws and regulations, departmental policies and procedures, safety rules and regulations. Ability to meet and deal effectively with the general public, to make decisions and determine logical courses of action, to understand and execute written and oral instructions, to communicate effectively, to react calmly, quickly, and accurately to the situations. Maintain physical standards necessary to do the job.