



**City of Montgomery, TX  
Code Compliance Technician  
Job Description**

**Department:** Administration  
**Immediate Supervisor:** Development Services Administrator  
**FLSA:** Non-Exempt  
**Pay Grade:** 106

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Incumbent is responsible for investigating complaints and conducting inspections of public and private properties to ensure compliance with local city codes. Duties include addressing violations such as nuisance complaints, illegal signage, dumping, substandard structures, overgrown vegetation, junk vehicles, and sewer issues. Incumbent will collaborate with property owners to develop compliance plans, issue citations, and gather evidence for legal proceedings. Incumbent will work with the city prosecutor and attend court hearings as witnesses to enforce city regulations to ensure that properties adhere to housing, zoning, and building codes, protecting the health, safety, and welfare of the public.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Responds to citizen complaints and reports of violation by conducting field and property investigations, issue notices of violation, and follow up to ensure compliance.
- May issue administrative and parking citations, if necessary.
- Photographs, draws diagrams, and documents violations to substantiate legal actions as part of thorough report writing and correspondence.
- Maintains detailed case files and accurate records on investigations, inspections, and enforcement actions.
- Prepares evidence and testifies in court hearings, acting as the City's witness.
- Prepares affidavits and assists in securing liens for abatement on private property.
- Educates the public, contractors, business owners, and other groups about municipal codes.
- Respond to public inquiries in person, by phone, or in writing, offering assistance in understanding and complying with regulations.
- Plans and recommends enforcement strategies and policies to improve the City's code enforcement plan through collaboration, serving as a resource to other City departments and external agencies.
- Prioritizes and schedules inspections and operates computers to enter and process data related to complaints, inspections, and enforcement efforts, tracking and analyzing data to determine trends.
- Attends court proceedings and meetings.

**EDUCATION AND/OR EXPERIENCE**

- High School diploma or GED equivalent required.
- Five (5) years of code enforcement experience.
- Texas Class C Driver's License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate*



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*successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of applicable Federal, State, and local laws, code, ordinances, rules, regulations, policies, and procedures, as related to Code Enforcement and Environmental Health.
- Knowledge of code inspection principles, practices, and methodologies,
- Skills in mediating and diffusing hostile situations. Outstanding people skills.
- Skills in exercising reasonable and sound judgment and discretion.
- Skills in research techniques,
- Skills in operating a computer and related software applications,
- Skills in reading, interpreting, and explaining applicable laws, codes, ordinances, rules, regulations, policies, and procedures.
- Skills in gathering and analyzing information and making recommendations based on findings and in support of organizational goals.
- Skills in communicating effectively with a variety of individuals.
- Skills in articulate public speaking.
- Skills in preparing and communicating an educational program regarding Code Enforcement issues.
- Skills in providing customer service.
- Skills in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Ability to remain calm, make quality decisions, always maintain a professional demeanor and attitude, Including during stressful and tense situations,
- Ability to plan, organize, prioritize, and manage projects and workflow.
- Reads and interprets maps, plats, codes, ordinances, and regulations.
- Ability to operate a vehicle,
- Ability to field inspect complaint sites, walk non-conforming sites, climb ladders.
- Ability to listen and follow instructions from a supervisor.

**PHYSICAL DEMANDS AND LOCATION**

- Requires the ability to exert up to 10 pounds of force occasionally and/or negligible amounts of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves a lot of walking. Additionally, the following physical abilities are required: balancing, grasping, hearing, lifting, mental acuity, reaching, speaking, talking, visual acuity, and walking.
- Work is performed where physical hazards, humidity, noise, unfriendly dogs, sewers, mosquitos, bed bugs, and other unpleasant factors are routinely encountered. Some neighborhoods or areas may be more prone to crime.
- Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.



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- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The City of Montgomery, TX is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or veteran status. In accordance with applicable laws, employment with the City is at-will. This means that either the employee or the company may terminate employment at any time, with or without notice or cause, subject to applicable law.*