

# City of Richwood, Texas

Rich in History, Focused on the Future  
Building Official

Job Information			
<b>Job Title:</b>	Code Enforcement Officer	<b>Department:</b>	Permitting & Inspections
<b>Reports To:</b>	City Manager	<b>Date Revised:</b>	2/1/2026

## Summary

Responsible for performing inspections and investigations concerning violations of local and state laws. Determines the presence of health, fire, life-safety, and nuisance violations, unsafe building conditions, and violations of any health, building, fire, or land use regulation, statute, or ordinance. Conducts fire, rental, and health inspections as required by City code. Aids property owners in the abatement of nuisance and compliance with applicable regulations. Assists with inspections as needed.

## Essential Duties & Responsibilities

Duties include, but are not limited, to:

- Conducts investigations of reported code violations on private and public property; determines if other violations are present at the reported property.
- Conducts property inspections for possible violations of City code and/or ordinance, including fire, health, life-safety, and rental housing standards.
- Conducts fire inspections to ensure compliance with applicable fire codes, life-safety requirements, and adopted local ordinances.
- Conducts health inspections related to sanitation, environmental health, nuisance conditions, and other public health concerns as authorized by City code.
- Conducts inspections on all rental properties within the City to verify compliance with building, fire, health, and minimum habitability standards.
- Issues warnings, correction notices, and notices of violation related to code, fire, health, and rental inspection deficiencies.
- Assists with cases for hearings and trials by preparing reports, notices of violation, and case history documentation for enforcement actions, including providing testimony on behalf of the City when required.
- Forwards inspection findings and enforcement actions to appropriate City departments or partner agencies as necessary.
- Tracks progress of violations and compliance across code, fire, health, and rental inspection cases.
- Maintains all warning, notice, inspection, and violation records, including fire inspection reports, rental inspection records, and health inspection documentation.

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- Assists the Building Official as necessary with non-licensed inspections, including concrete, flatwork, foundation, form survey, insulation, **fire-related inspections**, and rental properties.

## Qualifications

### EDUCATION & EXPERIENCE

- High School diploma/GED required.
- Knowledge of the principles and practices for enforcement or regulatory codes pertaining to municipal law.
- Knowledge of fire prevention principles, rental housing standards, and basic environmental and public health regulations applicable to municipal inspection and enforcement.
- Texas Certified Basic Code Enforcement Officer license required.
- Registered Code Enforcement Certification preferred.
- Analyze research to determine applicable ordinances, codes, regulations and statutes.
- General computer operations, i.e. Microsoft Office software.
- Office machines, such as scanners, computers, and copiers.
- Establish and maintain an effective working relationship with all levels of City management, officials, staff, and the public.
- Communicate effectively in person, telephone, writing and by e-mail with all levels of City management, officials, staff and the public.
- Meet deadlines efficiently by applying knowledge of the procedures to fulfill essential job duties
- Provide excellent public relations and customer service skills.
- Work in a multi-task environment.
- Ability to organize, prioritize, and carry out office work with minimal supervision.

## Competencies

- |                                     |                         |
|-------------------------------------|-------------------------|
| • Flexibility                       | • Problem Solving       |
| • Organization                      | • Organization          |
| • Job Knowledge/Technical Knowledge | • Integrity and Respect |
| • Interpersonal Communication       | • Judgment              |
| • Collaboration and Partnership     | • Teamwork              |
| • Manages Change                    | • Accountability        |

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## Working Environment and Physical Demands

### Working Conditions:

The work condition characteristics described here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold and temperature swings, and inclement weather. Subject to sunburn and other sun exposure related incidents.
- Stressful situations are inherent to this position.
- Exposure to traffic, dust, fumes, and loud noises that are routinely encountered in maintenance operations
- Exposure to herbicides, pesticides, and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes, and other wildlife.

### Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to sit, stand or walk for significant periods of time daily. Required to reach with hands and arms; climb and balance; stoop, kneel, crouch and crawl.
- Lift and/or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/or other materials.
- Must possess general manual dexterity to operate computer, equipment, tools, controls, or other objects; reach with hands or arms.
- Must be able to use step stools and ladders to store and retrieve items of various sizes, shapes, and forms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Must be able to hear clearly when working around equipment and traffic.

## Other Duties

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Signatures

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

City Secretary \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_