



MUSTANG RIDGE POLICE DEPARTMENT

12800 U.S. Highway 183 South
Mustang Ridge, Texas 78610
Office: 512 243-1005 - Fax: (512) 243-2522



Rolando Belmares
Chief of Police

JOB DESCRIPTION

Title: Code Enforcement Officer / Police Officer

Department: Mustang Ridge Police Department

Salary: \$64,000, Plus full-benefit package

GENERAL DESCRIPTION:

Under the general supervision of the Chief of Police or their designee, performs research, investigative, enforcement, and follow up duties on various code and ordinance violations for the City of Mustang Ridge. Officer issues notice of violation and citations for non-compliance to both the public and private sector in reference to local ordinances, codes, and permits. Officer is expected to be proactive in working all cases and ensuring compliance by all community members. The Officer prepares cases for judicial processes and acts as a public information resource. This Officer will serve as the court bailiff for all City court hearings. Perform official police duties when required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Enforce City codes and ordinances related to zoning, land use, nuisance housing, health and safety, graffiti, blight, and water waste.
- Receive, investigate, and respond to complaints and reports of alleged code violations.
- Conduct field inspections of properties, issue notices of violation, corrective orders, and related documentation.
- Perform follow-up inspections, correspondence, and meetings to achieve compliance.
- Prepare reports, memos, and case files with accurate documentation, photographs, and diagrams.
- Provide evidence and testimony in court or hearings as required.
- Patrol assigned areas in a city vehicle to identify and evaluate violations.
- Secure vacant properties as needed; monitor for vandalism, graffiti, and transient activity.
- Respond to public inquiries; explain codes, ordinances, and enforcement procedures.
- Attend all meetings and training,
- and provide support to other city departments and outside agencies.
- Perform other related duties as assigned.
- Inform supervisor of all work activities.

ADDITIONAL DUTIES & RESPONSIBILITIES:

- Regular and punctual attendance is required.
- Respond outside of normally scheduled work hours in response to special events, natural disasters, emergencies, or critical incidents as determined by the city.
- May be required to work patrol shifts and cover overtime city community events
- Other duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- General working knowledge of law enforcement regulations.
- Knowledge of local codes and ordinances, or how to access such.
- Knowledge of state and federal laws and statutes, as they relate to municipal code enforcement functions or how to access such.
- Excellent oral, interpersonal, and written communication skills. Bilingual skills preferred.
- Ability to work well under pressure; prioritize effectively; exhibit appropriate decision making; and perform successfully in a dynamic, changing environment with professionalism, flexibility, and adaptability.
- Ability to utilize strong observation and attention to detail, and effective memory and detail recall.
- Ability to work effectively in a team environment, and treat employees, co-workers, and customers with professionalism, courtesy, and respect. Ability to maintain strict confidentiality.
- Ability to exercise good judgement and appropriate decision making in all activities.
- Ability to adhere to all department and City policies and procedures.
- Ability to work all shifts, including nights, evenings, weekends, holidays, and on-call if needed.

MINIMUM QUALIFICATIONS:

- High School diploma or an equivalency certificate.
- Basic Peace Officer license from the Texas Commission on Law Enforcement (TCOLE).
- Must have valid Texas Driver's license and safe driving record.
- Must pass a pre-employment screening, in-depth background check and employment eligibility verifications.
- Texas Department of Licensing and Regulation (TDLR) Code Enforcement Officer Certification (or ability to obtain within six months of employment)

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work performed indoors in climate-controlled facilities and outdoors in all weather and temperature extremes. Officer subject to extensive travel throughout an assigned patrol area on foot or in a vehicle, and will be exposed to stressful, hostile and dangerous situations/conditions. Officer must be able to run, jump and climb on various inclines, terrain and surfaces, and lift, carry, push, and/or drag objects or people weighing up to 150 pounds unassisted. Job requires the ability to drive in all-weather conditions and the ability to read license plates, tags, street signs, and addresses from long distances at various speeds, day and night. Officer must use safety equipment in the performance of the duties of a Police Officer. All safety guidelines must be observed and safety equipment worn where required

*****NOTICE** This position may be required to be a dual position to include animal control officer once the positions are established by the city at a future date.**

For any questions, please email: recruiting@mustangridgetx.gov

EQUAL EMPLOYMENT STATEMENT: *The City of Mustang Ridge provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City of Mustang Ridge complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. The physical demands described in this document are representative of those that must be met by an employee to successfully perform*

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the essential functions of these jobs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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