



City of Galveston

HUMAN RESOURCES DEPARTMENT

P. O. Box 779 | Galveston, TX 77553-0779
409.797.3650 (Office) | 409.356.4003 (Facsimile)

Job Title: Deputy City Marshal
Location: Galveston, TX
Department: City Marshal
Salary Range: \$45,475-\$68,213
Status: Open Until Filled

SUMMARY OF DUTIES: Under general supervision, the Deputy City Marshal enforces compliance of City, state and federal codes and ordinances; performs housing, environmental and zoning inspections. Duties include conducting daily inspections of nuisances, locating and inspecting unsafe structures and fences in need of repair, researching the current ownership and verification of violations for properties, preparing cases not resulting in criminal charges for abatement, maintaining an awareness of projects needing permits, and submitting liens for recording at the County Clerk's office. Must have knowledge of building, zoning, and international property maintenance codes, Municipal codes and ordinances, State health and safety codes, FEMA regulations, and Texas Local Government Code. Must be skillful in handling situations requiring diplomacy, fairness, firmness and sound judgment, reading and interpreting codes, organizing and maintaining records and analyzing data.

Minimum Requirements: High School diploma or equivalent; AND one year of experience in building inspection and code enforcement; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

- Texas Licensed Code Enforcement Officer (Must be obtained within one year)
- Possession of a valid Texas driver's license
- Texas Commission on Law Enforcement license

A City of Galveston employment application is required and may be completed online at <https://www.galvestontx.gov/519/Employment> If you have any questions please reach out to the Human Resources department at 409.797.3650.

