



CITY OF BANDERA

511 Main St. PO Box 896 Bandera, Texas 78003-0896

JOB DESCRIPTION

Exempt: No
Department: Building & Code Enforcement
Reports To: City Administrator
Location: Bandera City Hall

POSITION SUMMARY

The Building Inspector / Code Enforcement Officer serves as a multi-role, cross-functional position responsible for municipal building inspections, code enforcement case management, regulatory compliance coordination, and public safety enforcement actions. This position performs the duties of the City's primary licensed building inspector and code enforcement officer. This role is responsible for establishing compliant and enforceable processes, creating professional forms and policies, and ensuring municipal enforcement actions are properly documented, entered, tracked, and supported through municipal court and administrative systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts field inspections for residential and commercial construction for compliance with adopted building codes and City ordinances.
2. Reviews permit applications and ensures required permits and inspections are obtained for work including building, electrical, plumbing, mechanical, and related trades.
3. Coordinates with contractors, property owners, and design professionals to resolve code compliance issues.
4. Documents inspections and provides written correction notices, findings, approvals, or failed inspection summaries.
5. Verifies permit postings and compliance with inspection scheduling requirements.
6. Assists with Certificate of Occupancy and final inspection processes as applicable.
7. Investigates complaints and proactively identifies violations relating to property maintenance, nuisance conditions, unpermitted construction, illegal dumping, signage, right-of-way encroachments, unsafe structures, and other ordinance-based violations.
8. Issues formal Notices of Violation, compliance orders, warning letters, and escalation notices in accordance with City policy and due process.
9. Prepares enforcement documentation for municipal court actions, including citations, evidence logs, photographs, timelines, and witness statements.
10. Coordinates with City departments and public safety personnel as necessary to gain compliance and ensure public safety.
11. Ensures enforcement actions are applied consistently, professionally, and lawfully.
12. Works closely with Municipal Court to ensure enforcement cases are correctly documented, filed, and tracked.
13. Supports accurate entry of violations and enforcement codes into court/compliance systems when required due to system limitations or missing legacy setup.
14. Establishes consistent case numbering, violation categorization, and documentation standards to support prosecution and compliance tracking.

15. Provides court-ready evidence packets and maintains clear audit trails for each enforcement action.
16. Creates and maintains City inspection forms, enforcement forms, policies, handouts, templates, and internal procedures as needed.
17. Develops standardized workflows for permitting, inspections, re-inspections, violations, compliance deadlines, escalation timelines, and documentation.
18. Improves public-facing communication tools to reduce confusion, increase compliance, and reduce repeated violations.
19. Updates forms and policies to align with adopted codes, City ordinances, enforcement needs, and operational best practices.
20. Provides accurate, professional guidance to residents, contractors, and business owners regarding compliance requirements.
21. Maintains calm, firm, and professional conduct in emotionally charged interactions and enforcement situations.
22. Represents the City in a professional manner in all written correspondence, inspections, and enforcement interactions.
23. Ensures transparency, fairness, and consistency in enforcement actions to maintain public trust.

REQUIRED QUALIFICATIONS

High school diploma or GED required; additional college coursework or technical training preferred.

Valid Texas driver's license and acceptable driving record.

Required: State of Texas or ICC-related inspector credentials consistent with City's adopted codes and job duties.

Demonstrated experience in building inspection, construction practices, property regulation, or code enforcement.

Code Enforcement License from TDLR.

PREFERRED QUALIFICATIONS

Prior municipal code enforcement experience.

Experience working with permitting systems, municipal court processes, and documentation standards.

Competency in Microsoft Office, PDF creation/editing, and database entry.

Experience drafting policies, procedures, forms, and official correspondence.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong working knowledge of building codes and municipal enforcement standards.

Ability to interpret plans, perform field inspections, and identify construction/code deficiencies.

Ability to write clear and defensible documentation suitable for court review.

Ability to manage multiple active cases while maintaining accurate records and timelines.

Strong public communication skills and professional conflict management.

Ability to work independently with minimal supervision while maintaining accountability.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

Frequent fieldwork in varying weather conditions.

Ability to climb ladders, walk uneven terrain, access crawlspaces/attics as necessary for inspections.

Ability to lift and carry equipment and inspection tools as needed.