



Job Posting

Job Title: Building Official/Code Enforcement

Job Description: Under supervision of the City Manager, the Code Enforcement/Building Official duties include reviewing applications for building, plumbing, gas, electrical, moving, and mechanical permits; counseling with applicants to ensure proposed work will meet requirements and issuing such permits; serving as Staff Liaison to the Planning and Zoning Commission, Zoning Board of Adjustments, and Building and Standard Commission; attending City Council Meetings as needed; publishing required notices, maintaining records pertaining thereto and enforcing zoning ordinances; serving as the Flood Plain administrator for the National flood Insurance Program in Madisonville; inspecting on-site facilities, installation of manufactured housing and HUD built homes, enforces state regulations relating thereto. The duties also include responsibility for the enforcement of housing and property maintenance codes; determines substandard structures and follows established procedures to have buildings brought up to code or demolished; locates weed lots, junk vehicles, garbage, zoning and other code/ordinance violations; makes and maintains records on the above activities; keep records of permits issued and inspections made; submits required reports to the City, State and Federal entities; and assists in the subdivision review and approval process. The Building Official/Code Enforcement needs to professionally communicate with the public by answering questions and distributing requested information related to the job. Performs other duties as assigned.

Required 5 days/40 hours a week. May be required to occasionally work weekends and nights.

Job Requirements: Bachelor's degree in a related field or experience in Code Enforcement is preferred but not mandatory. A high School Diploma or GED and a valid Texas Driver's License is required. **Must be able to obtain Code Enforcement License within one year.**

The successful candidate for the Building Official/Code Enforcement for the City of Madisonville should be self-motivated; have an appreciation for accuracy, customer service, and detail; and be able to work independently.

Compensation: Salary is dependent on background and qualifications. The City of Madisonville offers a generous benefits program including retirement, health and life insurance, paid vacation and sick leave.

Interested parties should complete an application and return to City Hall.

I, James Greene, CITY SECRETARY DO HEREBY CERTIFY THAT THE ABOVE NOTICE WAS POSTED ON THE BULLETIN BOARD AT CITY HALL AT 210 W. COTTONWOOD, MADISONVILLE, TEXAS AT 8 AM on November 2, 2023 AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 3 DAYS.


CITY SECRETARY, CITY OF MADISONVILLE, TEXAS

THIS PUBLIC NOTICE WAS REMOVED FROM THE OFFICAL POSTING BOARD AT THE MADISONVILLE CITY HALL ON THE FOLLOWING DATE AND TIME

8:00 A.M. 11/7/23