

Orion Knight

Senior Code Compliance Officer

☎ (817) 555-2846 ✉ orion.knight@example.com

🌐 linkedin.com/example/orionknight 📍 Fort Worth, TX 76107

STRENGTHS

🔍 Field judgment

A careful site review connected visible conditions with accurate records, helping supervisors make defensible decisions.

🗣️ Public service

Clear explanations helped owners understand deadlines and next steps, even during difficult compliance conversations.

📁 Case ownership

Active follow up kept corrective actions moving, and unresolved matters stayed visible until proper closure.

👥 Staff guidance

Newer officers sought practical coaching on safety, notes, evidence, and respectful public interactions.

♥️ Reporting discipline

Recurring trends became useful supervisory insight through organized case data, photographs, forms, and summaries.

SKILLS

Code compliance

Property inspections

Complaint investigation

Citation preparation

Case documentation

Corrective action tracking

Public inquiries

Community education

Staff training Lead worker support

Records management

Inspection reports Field patrols

SUMMARY

Senior code compliance professional with eight years of municipal enforcement experience across residential and commercial properties. Conducts proactive patrols, complaint investigations, scheduled inspections, **walk throughs**, **property reviews**, documentation, citations, and corrective action follow up. Evaluates field conditions against applicable municipal codes and regulations, then explains findings, deadlines, and practical compliance pathways with clarity and respect. Maintains accurate, traceable records through photographs, notes, forms, **inspection reports**, correspondence, and case histories. Communicates effectively with property owners, occupants, supervisors, departments, and community members. Provides public information, supports education programs, compiles operational reports, and presents recurring concerns for review. Trains newer officers in workflow, safety, documentation, public interaction, and escalation. Holds a valid **Texas Class C driver's license** and offers sound judgment for high volume municipal service.

EXPERIENCE

Senior Code Compliance Officer

Northstar Civic Compliance 📅 July 2023 - Present 📍 Fort Worth, TX

Lead complex municipal compliance cases across assigned areas, guiding patrol activity, complaint response, inspections, documentation, **corrective action**, staff development, and operational reporting. Serve as a practical resource for consistent enforcement and respectful public service.

- Managed complaint cases through patrols, inspections, documentation, and follow up through closure
- Evaluated property conditions against municipal requirements, supporting notices with photographs and **case history**
- Explained **corrective requirements** and timelines clearly, helping owners understand practical compliance steps
- Trained newer officers in inspection workflow, **field safety**, documentation quality, and **escalation procedures**
- Compiled case trends and reports for supervisors, highlighting recurring violations and unresolved matters
- Supported **community education** and departmental referrals while preserving complete, traceable case records

Code Compliance Officer

Trinity Municipal Services 📅 September 2020 - June 2023 📍 Denton, TX

Handled scheduled and complaint driven inspections for residential and **commercial properties**, balancing enforcement decisions with clear public communication. Maintained active caseloads, coordinated specialized referrals, and supplied reliable field information for outreach and supervision.

- Conducted scheduled and complaint driven inspections, documenting observable property **violations**
- Prepared notices, **citations**, photographs, inspection summaries, and **follow up** records for enforcement decisions
- Explained code requirements, findings, deadlines, and compliance pathways to residents and **property owners**
- Maintained active caseloads, scheduled re inspections, and tracked **corrective action** through resolution
- Coordinated permitting and public safety referrals for cases requiring specialized departmental review
- Contributed field observations and case data to outreach about recurring property maintenance issues

Conflict resolution

Interdepartmental coordination

LANGUAGES

English Native

Spanish Beginner

MY CAREER



- Senior Code Compliance Officer at Northstar Civic Compliance (3.2 Years)
- Code Compliance Officer at Trinity Municipal Services (2.8 Years)
- Code Enforcement Specialist at Lakeview Community Standards (1.9 Years)

Code Enforcement Specialist

Lakeview Community Standards 📅 September 2018 - August 2020 📍 Irving, TX

Performed field patrols, complaint reviews, property observations, routine notices, and case record maintenance across assigned areas. Built early enforcement experience through supervised coaching, accurate evidence collection, responsive public service, and dependable follow up.

- Performed field patrols and property observations under established enforcement procedures across assigned areas
- Reviewed complaints, verified site conditions, and prepared complete **case documentation** for **supervisors**
- Issued routine notices and supported citation preparation after confirming violations and required evidence
- Maintained inspection logs, correspondence, **forms, photographs**, and follow up dates accurately
- Answered **public inquiries** by phone and in person, explaining standard compliance processes
- Applied officer coaching to strengthen field notes, evidence collection, and customer interactions

PROJECTS

Recurring Property Maintenance Review 📅 2025

Compiled case trends, unresolved matters, and field observations for supervisory review and community education planning.

Compliance Case Documentation Workflow 📅 2022

Organized inspection summaries, photographs, notices, citations, and follow up records for consistent municipal case tracking.

LEADERSHIP & AWARDS

- Selected as a senior officer resource for coaching newer personnel on inspections, field safety, and documentation quality.
- Trusted to compile recurring violation trends and unresolved case reports for supervisory operational review.
- Recognized through expanded lead worker support involving public education, departmental referrals, and complex cases.

EDUCATION

High School Diploma

Western Hills High School 🎓 GPA: 3.0 📅 2018 📍 Fort Worth, TX

Coursework: Civics, English Composition, Business Communication, Public Administration

CERTIFICATIONS

- Valid Texas Class C Driver's License 📅 2026
- Municipal Code Compliance Training 📅 2026

TECHNICAL SKILLS

- **Inspection Operations:** Property inspections, walk throughs, field patrols
- **Complaint Management:** Complaint investigation, intake review, case follow up
- **Enforcement Records:** Inspection reports, case histories, corrective action records
- **Citation Documentation:** Citations, notices, photographs
- **Municipal Regulations:** Municipal codes, applicable regulations, compliance requirements
- **Public Communication:** Public inquiries, owner communication, stakeholder communication
- **Reporting Tools:** Forms, operational reports, data compilation
- **Community Programs:** Community education, compliance programs, public presentations
- **Staff Development:** Staff training, lead worker guidance, workflow coaching
- **Department Coordination:** Permitting referrals, public safety referrals, interdepartmental coordination
- **Field Evidence:** Site conditions, field notes, evidence collection
- **Case Administration:** Inspection logs, correspondence, re inspections

PROFESSIONAL AFFILIATIONS

- Municipal code compliance practice, with continued focus on fair enforcement and useful public service.
- Community education and interdepartmental coordination, supporting clearer pathways from complaint to resolution.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST