



Code Enforcement Officer/POST Certified

Planning & Development/Code Enforcement

JOB SUMMARY

Patrols the City to identify and evaluate code violations of municipal codes & ordinances and provides recommendations, warnings or tickets to violators.

MAJOR DUTIES

- Receives and responds to citizen complaints and reports from other agencies and departments concerning alleged violations of state laws, city zoning ordinances, and related municipal codes and ordinances.
- Patrols the city to identify and evaluate problem areas and/or ordinance violations; determines proper methods to resolve violations.
- Interviews complainants and witnesses; conducts investigations and provides recommendations for resolution.
- Conducts field investigations; inspects properties for violations; issues and posts warning notices, notices of violations, corrective notices, orders to comply, and related documentation.
- Schedules and performs follow-up inspections to gain compliance, including preparing correspondence, conducting new inspections, and coordinating meetings, discussions and negotiations.
- Documents ordinance and law violations by collecting evidence, preparing case files, and using investigative and documentation equipment.
- Reviews business license records, development/building permits, court records, case law and other materials to research violations.
- Removes signs from the right-of-way that are in violation of state laws or local ordinances.
- Locates vacant residences or businesses; secures buildings with proper materials as necessary; posts property; monitors vacant buildings for transient activity, graffiti, and vandalism
- Provides information and assistance to the public regarding laws, ordinances and codes.
- Prepares a variety of written reports, memoranda and correspondence related to enforcement activities.
- Completes a daily activity report and ensures the report is correct.
- Prepares evidence in support of legal actions taken by the city; testifies in court as needed.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of municipal code enforcement principles.
- Knowledge of city ordinances, zoning laws and regulations.
- Knowledge of the methods used in conducting and documenting field investigations.
- Knowledge of records management principles.
- Knowledge of modern office principles and practices.
- Knowledge of standard safe work practices.
- Skill in the use of computer and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Planning and Development Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city ordinances, departmental policies, and relevant state and federal laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related code enforcement duties. The diversity of situations encountered contributes to the complexity of the position.
- The purpose of this position is to enforce city codes and ordinances. Success in this position ensures compliance with all relevant laws, regulations, codes and ordinances.

CONTACTS

- Contacts are typically with co-workers, other city employees, business owners, property owners, representatives of law enforcement agencies, elected and appointed officials, court personnel, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- P.O.S.T. Certification
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated had a similar position for one to two years.
- Excellent written and verbal skills and the ability to interact professionally with the public.
- Possession of a valid driver's license issued by the State of Georgia.