

CITY OF RINCON, GEORGIA

Planning and Development Department

JOB TITLE: Code Enforcement Officer

SUPERVISOR: Director of Planning and Development

JOB FUNCTION:

The purpose of this classification is to perform a variety of technical duties in support of the City's local code enforcement program; monitor and enforce all applicable ordinances, codes, and regulations related to zoning, land use, signs, trees, building codes, nuisance conditions, other matters of public concern and all other ordinances adopted and/or enforced by the City. Serve as a resource to provide information on City regulations to property owners, residents, businesses, the general public and other City departments.

DUTIES:

The following duties are typical for this classification. The Code Enforcement Officer may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Enforces compliance with City regulations and ordinances, including but not limited to, those pertaining to zoning, land use, building codes and nuisance conditions.
- Proactively patrols the City to identify and evaluate problem areas and/or ordinance violations; conducts property inspections, including City property, and determines the proper method to resolve violations; conducts field investigations to include contacting and interviewing alleged violators, complainants and witnesses; and explains codes and ordinances to violators in order to resolve violations and effectively work toward compliance.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of municipal codes and ordinances as well as State regulations.
- Schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; prepares requests for legal action.
- Issues and posts notices of violation, and/or stop work notices, prepares related documentation and assists all parties involved in achieving compliance.
- Compiles evidence in support of legal actions taken by the City; appears in court as needed; and testifies in court proceedings as required.
- Operates computer to enter, process and acquire data relative to complaints, inspection sites, and effective code enforcement and research complaints.
- Maintains a cloud-based online database accurately documenting all actions, violations, investigations, inspections, documents, evidence regarding code enforcement activity to substantiate violations.
- Prepares a variety of written reports, memos and correspondence related to code enforcement activities.
- Ensures that all code enforcement case files are completed in a timely manner with proper follow through for all commenced violations.
- Attends Planning and Zoning Board and City Council meetings as assigned or required.

- Attends enforcement training, meetings and workshops as directed.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains professional certifications required.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or specialized training in building trades, criminal justice, public administration, or other related fields such as International Code Council (ICC), Georgia Association of Code Enforcement (GACE), or Peace Officer Standards and Training (POST); and three (3) years previous experience involving a high level of public contact with some experience dealing with the public in an enforcement, inspection, investigation or customer service capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid U.S. driver's license. Must possess or have the ability to obtain certification as a Code Enforcement Officer issued by the ICC or GACE. Applicants must pass a drug screening and background check.

WORKING CONDITIONS:

Performance of essential functions requires exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, electric currents, traffic hazards, toxic agents, or pathogenic substances.

MENTAL DEMAND:

Ability to communicate well, through verbal and written means especially with the public. Requires ability to handle several responsibilities and tasks at one time and be able to prioritize those tasks. Requires ability to organize and schedule files, tasks, meetings, etc.

PHYSICAL DEMAND:

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).