

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Code Enforcement Officer I

Department: Community Development

Pay Grade: 509

FLSA Status: Non-Exempt

Job Code: C310

JOB SUMMARY

The purpose of this classification is to perform technical tasks and make independent decisions involving the enforcement and administration of various City, County, State, and Federal codes and regulations related to zoning, nuisance's, building codes, health and safety, blighted property, business licensing, permits and signs. Conducts site inspections, prepares court cases, provides court testimony, responds as an expert witness in court and performs various administrative duties.

ESSENTIAL JOB FUNCTIONS

- Conducts various field investigations and enforces related codes and ordinances including the nuisance ordinance, vehicle ordinance, property maintenance ordinance, development activity without applicable permits, and zoning violations; monitors unsanitary or overgrown property conditions on vacant lots, grounds around existing structures, illegal dumping and related nuisances; investigates vehicles to determine if they are junked, abandoned or improperly parked and enforces applicable ordinances; patrols assigned territories for illegal signage and removes signs.
- Responds to questions and concerns providing interpretation and explanation regarding City, County, State, and Federal codes and regulations; maintains information on changes in codes; meets with or sends correspondence to property violators to assist in correcting violations; initiates contact with violators to provide notice of City, County, State, and Federal code violations and recommend action of discontinuing, removing or correcting the cause of the violation.
- Participates in field investigations and enforcement of the housing codes on unsafe structures, dilapidated housing or housing that is noncompliant with codes; assists the building division to condemn unsafe housing; provides notification to tenants of required vacancy dates.

- Conducts inspections of businesses and temporary advertising media; collects overdue Occupation Tax and other similar fees from businesses; insures all businesses are properly licensed within the City; confirms that temporary advertising is permitted and removed on time.
- Investigates incoming complaints and violations; performs required follow ups for each investigation; issues violation notices as necessary; documents all actions and determinations; and completes all reports and inputs photos as required.
- Prepares and participates in court cases and related activities; appears in court to provide testimony; responds as an expert witness in court; assists in preparing evidence and proceedings related to legal actions.
- Prepares and participates in Apartment Code Enforcement (ACE) Programs through regularly scheduled apartment sweeps.
- Performs various administrative tasks in support of the daily activities of the office; prepares and maintains reports regarding enforcement activity in computer system on each assigned complaint and/or case; prepares and sends written reports, letters and other correspondence; issues work orders and conducts follow-up to ensure work order is properly completed in a timely manner; provides enforcement support to other departments.
- Maintains information and keeps up-to-date with technical knowledge, new housing codes, State codes, and City ordinances; attends training sessions, programs, workshops and meetings.
- Operates a City motor vehicle to complete daily tasks.
- Operates a personal computer, printer, calculator, cell phone, fax machine, digital camera, binoculars, a City vehicle, other equipment as necessary to complete essential functions, to include the use of word processing, desktop publishing, spreadsheet, database, and other system software used by the department.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or equivalent; one (1) to three (3) years of experience in Code Enforcement, Law Enforcement; Building Construction experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Obtain Property Maintenance and Housing Inspector Certification within one year of employment.
- Obtain GACE Code Enforcement Officer Level 1 Certification within two years of employment.
- Obtain Georgia Soil and Water Conservation Commission (GSWCC) Level IA and IB are preferred but not required.

Knowledge, Skills and Abilities:

- Knowledge of City, County and State laws, rules and regulations pertaining to code enforcement and signage.
- Ability to act as an authority on code enforcement procedures, laws, ordinances and codes and be able to initiate resolution to complaints.
- Ability to read and interpret maps, drawings and tax plats.
- Ability to make independent technical decisions.
- Ability to review, classify, categorize, prioritize, and/or analyze data.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching, crawling, and climbing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, unsafe structures, heights, confined spaces, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.