



CITY OF TEMPLE, GEORGIA Job Description

Job Title: Codes Enforcement Officer
Department: Administration / Public Works
Pay Grade: 15- non exempt

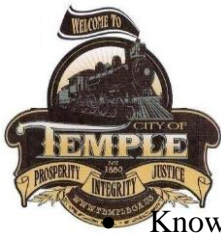
Major Function and Purpose: The Codes Enforcement Officer is a full-time FLSA non-exempt position. Codes Enforcement Officer will perform all duties her in described at the discretion of the City Administrator and the Public Works Director. The purpose of this position is to be responsible for on-site inspections of commercial and residential properties in the city including the investigation of potential violations and the enforcement of municipal codes, ordinances and regulations.

Essential Job Functions for Codes Enforcement Officer:

- Investigate complaints of violation of city laws, ordinances and codes including but not limited to zoning, land use, litter, nuisance, signs, animals, noise, dumping, utility meters and business and alcohol license
- Issues courtesy notices, notices of violation, citations, correction notices and stop work orders to ensure compliance
- Conducts follow up investigations to ensure compliance with applicable codes and ordinances and obtains evidence as necessary
- Seeks compliance with city ordinances from citizens and businesses
- Acts as liaison between the complainants, alleged violators and the city
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements, violations and/or potential violations; secures code compliance
- Prepare written reports of inspections as specified by department procedures; issues warnings and citations when violations are proven
- Maintains files and records related to citations and violations
- Prepares a variety of written reports, memoranda and correspondence
- Inputs and retrieves a variety of information using a computer terminal
- Answers inquiries and provides information to the general public regarding existing code regulations and policies
- Issues sign permits
- Assists with other administrative and customer service duties as necessary or as assigned
- Promote and maintain high morale and enthusiasm for the City of Temple.
- Assists Public Works with various Public Works responsibilities
- Support for Community Development

Knowledge required for this position;

- Knowledge of general codes, ordinances, laws and regulations
- Knowledge of safe and efficient work practices as they relate to code enforcement
- Knowledge of principles, practices, methods and techniques of code violation, investigation and enforcement



Knowledge of city services and municipal organizational structures as they relate to code enforcement

- Knowledgeable of city codes, ordinances, laws and regulations pertaining to code enforcement
- Ability to learn principles, practices, methods and techniques of code violation investigation and enforcement
- Ability to learn city codes, ordinances, laws and regulations pertaining to code enforcement
- Ability to learn, interpret and apply state and local policies, procedures, laws and regulations
- Ability to maintain and updates records, logs and reports
- Ability to enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency
- Ability to work independently in the absence of supervision
- Ability to operate and use modern office equipment including a computer, fax machine, telephone, cell phone, etc.
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work

Supervisory Controls:

- The City Administrator and/or Public Works Director assigns work in terms of general instructions

Guidelines:

- Guidelines include city codes, city personnel regulations and established practices. These guidelines are clear and specific, but may require some interpretation in application

Complexity:

- The works consists of related administrative and technical support tasks. The variety of tasks and frequent interruptions contribute to the complexity of the work.

Scope and Effect:

- The purpose of this position is to provide technical and administrative support to the department. Successful performance helps ensure the efficient and effective operation of the department.

Personal Contacts:

- Contacts are typically with residents, business owners, land owners, department heads, other city employees, consultants, attorneys, real estate personnel, vendors, board members and the general public

Purpose of contacts:

- Contacts are typically to give or exchange information, resolve problems and provide services

Physical demands:

- Although some of the work is performed sitting at a desk with intermittent standing, walking and stooping, most is done outside and requires bending, crouching, climbing ladders and frequently lifting light objects. This position also requires time spent sitting in an automobile in transit to inspection sites



Work Environment:

- Work is typically performed outdoors where the employee is exposed to hot/cold/inclement weather, dust, dirt and noise. Work is also performed in an office setting.

(ADA) minimum qualifications or standards required to perform essential job functions

Physical Demands: The work is performed while sitting, standing, and walking. Work performed will be indoors and outdoors. The employee must be able to operate a variety of automated office machines which include computer, printer, fax machine, copy machine, telephone, etc. Employee must be able to use body to work, move or carry objects or materials. Also, must be able to exert up to 20lbs of force occasionally and/or up to 10lbs frequently.

Materials and Equipment Used:

Various office equipment such as a computer, printer, fax machine, copy machine, telephone, etc. Also, the proper use of assigned codes enforcement vehicle

Minimum Qualifications, Education and Experience:

Minimum High School Diploma or GED equivalent. Associates Degree or 2 years of course work at a trade or vocational school in inspection or codes enforcement preferred; Code enforcement certification preferred; Three (3) years of experience in inspections, code enforcement or related field; possession of a valid State of Georgia driver's license (Class C) and a satisfactory motor vehicle record (MVR); equivalent combinations of education and experience. Should have the ability to edit and write documents and have basic computer knowledge and skills. Experience in progressively responsible positions in local government administration, public contact, data processing and supervisory experience

License and Certifications: Valid State Driver's License; First Aid/CPR & AED certification within one year after hire.

Knowledge, Skills, and Abilities

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgements in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information to explain procedures and to follow verbal and written instruction.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment.



Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The applicant needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear.

Mental and Physical Abilities to: Read and comprehend simple instructions; converse with co-workers and the public; use discretion and insight in carrying out City business; to stand, stoop, balance, kneel, crouch, walk, reach, and lift and move up to 20lbs; maintain teamwork, problem solve, and communicate interdepartmentally.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.