



CITY OF TEMPLE, GEORGIA

Job Description

Job Title: Code Enforcement Officer
Department: Administration
Pay Grade: 12 non-exempt

Major Function and Purpose: This position is responsible for on-site inspections of properties in the City including the investigation of potential violations and the enforcement of municipal codes, ordinances, and regulations.

Supervisory Controls: The Community Development Director assigns work in terms of general instructions.

Essential Job Functions

- 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 licenses
- Issue courtesy notices, sign permits, 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; obtains evidence as necessary
- Seeks compliance with City ordinances from citizens and businesses, and acts as the 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
- Prepares written reports of inspections as specified by department procedures, and issues warnings, and citations when violations are proven
- Maintains files and records related to citations and violations, and 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 public regarding existing code regulations and policies
- Assist with other administrative and customer service duties within community development
- Performs other duties as required

Knowledge Required by the 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 general City services and municipal organizational structure as they relate to code enforcement
- Knowledge of City codes, ordinances, laws, and regulations about 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 update 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
- 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



Desired Education and Knowledge

- Associate degree or two (2) years of course work at a trade or vocational school in inspection or code enforcement preferred
- Code Enforcement Certification preferred; three (3) years of experience in inspections, code enforcement, or related fields
- Valid State of Georgia driver's license (Class C) and a satisfactory motor vehicle record
- Equivalent combination of education and experience

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: 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.

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

Complexity: The work 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, landowners, co-workers, 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.

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.

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 the requirements of the job change.