



Code Enforcement Officer I (2860)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 13

Safety-Sensitive: No

Purpose

The purpose of this classification is to enforce and ensure compliance with County regulations regarding, illegal dumping, environmental hazards, and related issues.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the entry level classification within a two-level series. Positions at this level work within a scope of ordinance enforcement not requiring any specific formal certification or training and perform tasks that are more routine and less complex in nature.

Typical Duties

Responds to complaints of County code violations and investigates possible infractions, including codes related to illegal dumping, environmental hazards, or other issues; and conducts site visits to determine validity of complaints or to enforce codes.

Determines compliance or non-compliance with codes: meets with property owners and/or tenants to discuss violations; issues code compliance notices and official correction notices to inform violators of discrepancies and compliance deadlines; issues citations/summonses to violators; collects, evaluates, records, and preserves evidence; interviews witnesses and gathers information; takes and files photographs to document violations; prepares evidence for court cases; testifies in court as needed; and performs follow-up site inspections as needed.

Interprets and enforces the provisions of applicable local codes, laws, rules, regulations, specifications, standards, policies and procedures: provides information and technical assistance concerning code requirements; discusses problem areas with property owners, residents, and others; makes suggestions and recommends solutions to violations; responds to questions or complaints concerning applicable codes or code violations; and conducts research associated with code enforcement activities as needed.

Maintains comprehensive records of enforcement activities: enters data into computer system; prepares and sets up files, sorts/organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; and conducts records maintenance activities in compliance with guidelines governing record retention.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations: maintains an awareness of new products, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; and attends workshops and training sessions as appropriate.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Environmental Science or a related field required; supplemented by two years of experience in code enforcement and compliance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of 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).

Sensory Requirements: Some tasks 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.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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