



Code Enforcement Officer

Code Enforcement

CE/1

JOB SUMMARY

This position is responsible for conducting all code enforcement operations for Upson County.

MAJOR DUTIES

- Enforces compliance with county code ordinances including zoning, land use, nuisance housing, building permits, health and safety, blight, and other matters of public concern.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of county code ordinances.
- Conducts field investigations; inspects properties for violations.
- Attempts to contact residences or businesses in order to resolve violations.
- Issues and posts warning notices, notices of violations, and written warnings and citations.
- Schedules and performs all follow-up functions to gain compliance, including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance.
- Prepares evidence in support of legal action taken by the county; testifies at hearings and in court as required.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities.
- Patrols the county to identify and evaluate problem areas for ordinance violations.
- Attends meetings and serves as a resource to other county departments and the general public.
- Conducts educational programs for information about code enforcement duties and issues.
- Provides research and documentation for meetings; interprets and explains county codes and ordinances to members of the county, the general public, contractors, and business owners.
- Operates computer to enter, process, and acquire dates relative to complaints, inspection sites, and effective code enforcement.
- Assists in researching, drafting, and re-writing county codes and developing standard operating procedures for the department.
- Sets up filing system and record-keeping for the department.
- Performs the duties of Magistrate Court Constable as requested by the Magistrate's office.
- Assists tax commissioners with investigating and issuing citations for non-compliance tax ordinance issues.
- Assists zoning office with zoning information as needed.
- Completes routine vehicle and equipment maintenance.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of office procedures.
- Knowledge of relevant codes and ordinances.
- Knowledge of county geography and building locations.
- Knowledge of necessary vehicles and equipment.
- Skill in interpersonal communications.
- Skill in oral and written communications.
- Skill in interviewing and investigating.
- Skill in researching and compiling data.

SUPERVISORY CONTROLS

The County Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Upson County code of ordinance rules, local, state, and federal laws, and code enforcement standard operating procedures. These guidelines are generally clear and specific but may require some interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied inspection and code enforcement duties. Dealing with angry and difficult people contributes to the complexity of the position.
- The purpose of this position is to enforce the county's code ordinance to better the community. Successful performance helps ensure a healthy and safe environment for citizens.

CONTACTS

- Contacts are typically with Upson County Sheriff's department, Magistrate's office, Building & Zoning department, Solid Waste department, Road department, Animal department, Administration office, Tax Commissioner's office, Tax Assessor's office, Environmental Health department, and the general public.
- Contacts are typically to give or exchange information; to provide services; and to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes a sense of smell.
- The work is typically performed in an office, library, computer room, residential homes, outdoors, and occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.