

# **JOB DESCRIPTION**

## **City of Garden City, GA**

*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected 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.*



### **Job Title: Code Enforcement Officer**

**Department:** Planning and Economic Development  
**Pay Grade:** 105  
**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This position investigates violations of Garden City ordinances/adopted codes. Duties and responsibilities include, but are not limited to, enforcing compliance with city codes and ordinances, performing on-site inspections and investigations, issuing notices of violations, and issuing city ordinance citations. In addition, the code enforcement officer reports weekly activity and monthly code enforcement statistics to the Code Enforcement Supervisor and is responsible for ensuring that all code enforcement case files are completed in a timely manner and with proper follow through for all commenced violations.

#### **ESSENTIAL JOB FUNCTIONS**

- Patrols the city to look for code violations
- Fields code enforcement related complaints by responding to telephone, internet, email, or facsimile from citizens, builders, property owners, utilities, public officials, and property managers
- Conducts initial surveys of buildings, structures, and land to determine if they are substandard and/or in violation of city codes and ordinances
- Inspects existing structures for violations of safety and sanitation regulations
- Maintains computer files (Excel Document) on a daily basis of inspections, re-inspections, and the violation for which the property owner is cited. Only maintains photographs, property cards, consultation notes and other paper reports if needed for a special investigation or court case.
- Issues code violation notices
- Issues city ordinance citations/Municipal Court
- Prepares and attends Municipal Court and testifies as required
- Attends city workshop/council meetings as required
- Works in a safe manner at all times. Reports unsafe activity and conditions to the appropriate city department and/or emergency services
- Participates and attends all city sponsored training as required
- Maintains Professional Certifications and ensures required training hours are met
- Maintains a database; maintains ordinances and applications for the public maintains department notebooks, reading files, policies, and procedures, etc.
- Works in a safe manner and reports unsafe activity and conditions
- Participates and attends all City sponsored training as required.
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

High school diploma or an acceptable equivalency diploma (GED). One (1) year of experience in code compliance and/or G.A.C.E Level I or ICC Code Enforcement Certification or Georgia P.O.S.T. law enforcement certification. with the requirement to begin G.A.C.E. Code Certification Level I in one (1) year.

### **Special Qualifications:**

Must possess a valid Georgia Driver's license. Must possess or be able to complete a minimum of 15 hours of the curriculum required for the Georgia Association of Code Enforcement (GACE) Certification as a Code Enforcement Officer, Level I, through the Carl Vinson Institute at UGA and/or Complete the required ICC training for Property/Housing Maintenance Inspector.

### **Knowledge, Skills and Abilities:**

- Knowledge of the policies, procedures, and activities of a Planning Department as they pertain to the performance of duties relating to the position of Administrative Secretary.
- Knowledge of the terminology used within a Planning Department.
- Knowledge of modern office practices, policies and procedures, street numbering practices, bookkeeping, record keeping and procedures and methods as required in the performance of duties.
- Knowledge of certain equipment such as computers, printers, copiers, phones, fax, etc. as well as motor vehicles and pick-up trucks.
- Skills in organizing work, map reading, oral and written communication, operating modern office equipment and the use of a personal computer.
- Ability to compile, organizes, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to work under several deadlines.
- Ability to assemble information and make written reports and documents in a concise, clear, and effective manner.
- Ability to comprehend, interprets, and applies regulations, procedures, and related information.
- Ability to utilize computer software programs as necessary in the performance of job duties, especially GIS permitting software.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean, and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.

## PHYSICAL DEMANDS

The work is light work, which includes exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity Such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.

#### **WORK ENVIRONMENT**

This job is typically performed in a vehicle or outdoors and sometimes in an office setting. The work occasionally requires exposure to hot, cold, or inclement weather such as rain; to a noisy environment; to life-threatening situations; and to contagious and infectious diseases. The work occasionally requires the use of protective devices (such as bulletproof vests).

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Employee Signature and Date Received