



CODE COMPLIANCE OFFICER (FULL-TIME TEMPORARY)

JOB SCOPE:

The Temporary Code Compliance Officer is responsible for enforcing City ordinances and applicable codes to promote and maintain the health, safety, appearance, and quality of life within the City of Clarkston. The position responds to complaints and proactively identifies potential violations by conducting inspections of residential and commercial properties and other locations throughout the City.

The Code Compliance Officer works cooperatively with residents, property owners, tenants, businesses, contractors, developers, and other stakeholders to explain applicable requirements and obtain voluntary compliance whenever possible. When necessary, the position initiates appropriate enforcement action, including issuing notices of violation, citations, correction notices, and other authorized enforcement documents.

Due to the temporary nature of the assignment, the successful candidate must possess significant prior Code Enforcement experience and be capable of independently performing the essential duties of the position with minimal training.

MAJOR DUTIES:

- Supports the vision, mission, values, and guiding principles of the City of Clarkston.
- Enforces applicable City ordinances, zoning regulations, property maintenance requirements, sign regulations, and related codes.
- Receives and investigates complaints regarding alleged violations of City ordinances and codes.
- Proactively patrols assigned areas to identify potential Code Compliance violations.
- Conducts inspections of residential and commercial properties, including properties involving housing, property maintenance, signage, construction, renovation, demolition, and related conditions.
- Issues courtesy notices, notices of violation, correction notices, citations, stop-work orders, and other authorized enforcement documentation as appropriate.
- Conducts follow-up inspections and investigations to determine whether violations have been corrected and compliance has been achieved.
- Works with property owners, tenants, contractors, developers, businesses, and residents to explain code requirements, violations, corrective actions, and compliance deadlines.
- Seeks voluntary compliance whenever practical while taking appropriate enforcement action when violations remain unresolved.

- Serves as a liaison between complainants, alleged violators, City departments, and other appropriate parties.
- Responds to inquiries from the public regarding City ordinances, Code Compliance procedures, complaints, violations, and enforcement activities.
- Prepares clear and accurate written reports documenting inspections, investigations, violations, corrective actions, and case status.
- Maintains complete and accurate electronic and/or physical files related to complaints, inspections, citations, violations, photographs, correspondence, and enforcement actions.
- Collects and preserves photographs, records, statements, and other evidence necessary to support enforcement actions.
- Prepares cases for court or administrative proceedings and provides testimony regarding Code Compliance matters when required.
- Coordinates with other City departments, public safety personnel, governmental agencies, and external partners as necessary to resolve Code Compliance matters.
- Operates and maintains assigned City vehicles, equipment, technology, and other resources in accordance with City policies and procedures.
- Observes applicable safety, health, and environmental requirements while performing field inspections and other assigned duties.
- Participates in required meetings, training, and community outreach activities.
- Performs other related duties as assigned by the Planning & Development Director.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of municipal Code Enforcement and Code Compliance principles, practices, and procedures.
- Knowledge of applicable City ordinances, zoning regulations, property maintenance standards, and related local, state, and federal requirements.
- Knowledge of inspection, investigation, evidence collection, documentation, and case preparation procedures.
- Knowledge of court and administrative processes associated with municipal Code Enforcement.
- Ability to read, understand, interpret, explain, and apply ordinances, regulations, policies, and procedures.
- Ability to independently conduct field inspections and recognize potential Code Compliance violations.
- Ability to investigate complaints objectively and thoroughly.
- Ability to prepare accurate, concise, and professional reports, correspondence, notices, and case documentation.
- Ability to communicate effectively, both verbally and in writing.
- Ability to manage difficult or confrontational situations calmly, professionally, and respectfully.
- Ability to exercise sound judgment and discretion when determining appropriate enforcement actions.

- Ability to establish and maintain effective working relationships with residents, property owners, businesses, contractors, City employees, elected officials, law enforcement personnel, attorneys, court officials, and the general public.
- Ability to organize and prioritize multiple complaints, inspections, cases, deadlines, and follow-up activities.
- Ability to operate a motor vehicle and applicable office and field technology.

Supervisory Controls: The Planning & Development Director assigns work in accordance with departmental priorities, established procedures, and operational needs. Due to the experience required for this temporary assignment, the employee is expected to exercise considerable independent judgment in conducting inspections, investigating complaints, documenting violations, communicating with property owners and other stakeholders, and recommending or initiating appropriate enforcement action.

Work is reviewed for accuracy, compliance with applicable ordinances and procedures, appropriate exercise of judgment, and achievement of Code Compliance objectives.

Guidelines: The guidelines include, but are not limited to City of Clarkston Code of Ordinances, City zoning and land development ordinances and regulations, Property maintenance codes and standards adopted by the City, Building, housing, signage, nuisance, and related municipal codes and ordinances, applicable federal and State of Georgia laws and regulations, City of Clarkston administrative policies and procedures Planning & Development Department policies, procedures, and established Code Compliance practices, applicable court rules, judicial procedures, and requirements for case preparation and testimony, City safety policies and procedures and applicable professional Code Enforcement standards and practices

Because Code Compliance work requires interpretation and application of these guidelines to different circumstances, the employee must exercise sound judgment and discretion in determining the appropriate course of action while remaining consistent with City ordinances, policies, and established enforcement procedures.

Complexity: The work involves interpreting and applying multiple City ordinances and regulations to a variety of properties, circumstances, and complaints. Assignments may require physical observation, research, investigation, documentation, conflict resolution, public interaction, evidence collection, case management, and coordination with other City departments or external agencies.

The employee must be able to independently evaluate circumstances and determine appropriate actions consistent with City ordinances, policies, procedures, and established enforcement practices.

Scope and Effect: The purpose of this position is to promote compliance with City ordinances and maintain safe, attractive, and properly maintained properties and neighborhoods throughout the City of Clarkston.

Effective performance contributes to neighborhood quality, public safety, property maintenance, community appearance, regulatory compliance, and the City's overall quality of life.

Personal Contacts: Contacts are generally for the purpose of gathering or providing information, conducting investigations, explaining Code Compliance requirements, resolving complaints, obtaining voluntary compliance, addressing violations, resolving conflicts, coordinating enforcement activities, and presenting evidence when necessary.

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Physical Demands: The position requires a combination of office and field work. Duties may require prolonged periods of sitting, standing, walking, driving, and computer use. Field inspections may require walking over uneven terrain and occasionally bending, kneeling, stooping, crouching, or otherwise accessing areas necessary to observe property conditions.

The employee must possess sufficient visual, hearing, communication, and physical abilities to safely conduct field inspections, operate a motor vehicle, document conditions, communicate with members of the public, and perform the essential functions of the position.

Work Environment: Work is performed in both office and field environments throughout the City. Field assignments may involve exposure to varying weather conditions, traffic, construction sites, deteriorated properties, animals, debris, unsanitary conditions, and other potentially hazardous environments.

The employee must follow all applicable City safety requirements and use appropriate personal protective equipment when necessary.

Occasional work outside normal business hours may be required based upon inspections, court appearances, enforcement activities, or operational needs.

Supervisory and Management Responsibility: This position does not have any supervisory or management responsibility.

MINIMUM QUALIFICATIONS:

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

High school diploma or equivalent required. Associate degree or college coursework in Criminal Justice, Public Administration, Planning, Building Inspection, Construction Management, or a related field is preferred.

Experience/Certification

Candidates must meet at least one of the following requirements:

- Possess a current Code Enforcement/Code Compliance certification recognized by the City; OR
- Possess a minimum of five (5) years of progressively responsible experience in Code Enforcement, Code Compliance, property maintenance inspection, building inspection, development inspection, or a closely related enforcement environment involving investigation and case preparation.

Because this is a full-time temporary assignment, preference may be given to candidates with demonstrated municipal Code Enforcement experience who can assume responsibilities with minimal training.

Additional Requirements:

- Possession of a valid State of Georgia Driver's License and an acceptable driving history.
- Ability to successfully complete all applicable City pre-employment requirements.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

TEMPORARY APPOINTMENT

This position is a temporary appointment with a 40-hour workweek for a period not to exceed six (6) months, based upon the operational needs of the Planning & Development Department.

The duration of the assignment may be shortened based upon departmental needs, workload, funding, or other operational considerations. Temporary appointment to this position does not guarantee continued employment or conversion to a regular City position.

The Temporary Code Enforcement Officer hourly pay range is \$24.38 to \$31.69 based upon the chosen candidate's qualifications and experience.

Interested candidates should submit a resume, cover letter, and professional references through the City's online application portal at:

<https://www.cognitoforms.com/CityOfClarkstonGA/EmploymentApplication>

This position will remain open until 11:59 PM on Friday, November 6, 2026.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.