

City of Clarkston

POSITION DESCRIPTION

POSITION TITLE:	Code Compliance Officer	EXEMPTION STATUS:	Non-Exempt
JOB FAMILY:	Planning and Development	JOB LEVEL:	17
GENERAL POSITION SUMMARY:	This position is responsible for enforcement of City Ordinances and Code Compliance.	<u>POSITION RELATIONSHIPS</u> SUPERVISES:	No Supervisory responsibility
COST CENTER #	Planning	SUPERVISED BY:	Planning & Development Dir.

GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission, and guiding principles of the City of Clarkston.
- While performing any procedure, all employees and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate company operating procedures, benefit rules, employment, and safety policies/practices.

JOB SCOPE:

This position is responsible for enforcement of City Ordinances and Code compliance, responding to the needs of the general public by performing inspections of home and business properties for code compliance; working to achieve the highest level of cooperation and to enhance the effectiveness and efficiency of code enforcement within the City of Clarkston.

MAJOR DUTIES:

- Investigates complaints of violation of City code, appropriate zoning ordinances, sign regulation and related laws, ordinances, or codes; issues courtesy notices, notices of violation, citations, correction notices and stops work orders to ensure compliance; conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
- Patrols and monitors assigned areas including demolition, new construction, renovation, housing violations and basic building and mechanical inspections.
- Seeks compliance with City ordinances from citizens and businesses, acts as 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; issues warnings and citations when violations are proven.
- Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Answers, inquiries and provides information to the general public regarding existing code regulations and policies.
- Presents evidence and testimony in courts of law; assists in prosecuting felony and misdemeanor cases.
- Completes all required reports and forms.
- Inspects and maintains an assigned code enforcement vehicle and uniform. Maintains assigned uniform, vehicles, and equipment in accordance with departmental policy and procedures.
- Attends ongoing training classes as required.
- Participates in community relations projects as required.
- Performs other related duties as assigned.

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Knowledge Required by the Position:

- Knowledge of relevant federal and state laws, city ordinances, and departmental policies and procedures.
- Knowledge property maintenance ordinance.
- Knowledge of the geography and streets of the city.
- Knowledge of the court system and judicial procedures.
- Skill in operating city code vehicle.
- Effective oral and written communication skills.

Supervisory Controls: The Planning and Development Director assigns work in terms of general instructions. Work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

Complexity: The work involves performing various duties in reviewing properties for code compliance in the City. The incumbent is required to perform varied duties including physical observation, simultaneous operation of vehicle and computer, processing reports and interpersonal communication.

Scope and Effect: The purpose of this position is to ensure a properly maintained environment within the City as well as surrounding communities. Successful implementation of the work results in a properly maintained appearance of property.

Personal Contacts: Contacts are typically with other law enforcement officers, citizens, defendants, judges, attorneys, city employees and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts, negotiate, or settle matters.

Physical Demands: Visual acuity in both eyes, normal color vision; hear in-person, radio and telephone conversations; recognize differences or changes in sound patterns, loudness or pitch; speak audibly and clearly; identify and distinguish smells of different materials; sit or stand for prolonged periods; walk, run, kneel, stoop, crawl and crouch; make precise and coordinated finger, hand and limb movements; work efficiently for long periods of time.

Work Environment: Work is performed either in an office environment or in a variety of fields and office settings and may require exposure to potentially harmful conditions. Willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays, work at any location in the City and travel on specific assignments.

Supervisory and Management Responsibilities: None.

Minimum Qualifications:

High school diploma or equivalent; Associate degree or two (2) years college coursework preferred; valid Georgia Driver's license US citizen; at least 21 years of age; at least one (3) three year of experience in code enforcement, building inspection, development inspection or similar environment dealing with investigative and case preparation work. Any equivalent combination of education and experience will be considered. Must meet Code Enforcement Certification requirements along with a successful completion of the pre-employment process which includes oral interview, background check, criminal records and traffic history check, medical and drug screening, polygraph evaluation, and/or voice stress, valid State of Georgia Driver's License, equivalent combination of education and experience.

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,

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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.