

JOB TITLE: Code Enforcement Officer

CD/1 – 447

DEPARTMENT: Planning and Zoning, Fayette County

JOB SUMMARY: This position is responsible for performing technical and administrative duties involving the enforcement of county codes and ordinances.

MAJOR DUTIES:

- o Responds to complaints from co-workers and the general public in regards to code violations.
- o Investigates complaints of violations of county and state nuisance abatement laws, county ordinances or codes to verify or dismiss complaints.
- o Performs follow-up inspections to ensure corrections are made.
- o Issues citations as appropriate when violations occur.
- o Prosecutes cases in accordance with ordinances.
- o Prepares and maintains case files.
- o Enforces erosion control ordinances.
- o Patrols county for violations.
- o Attends training seminars and classes.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county codes and ordinances.
- o Knowledge of the county streets and geography.
- o Knowledge of computers and job related software applications.
- o Knowledge of county and departmental policies and procedures.
- o Knowledge of modern office practices and procedures.
- o Skill in prioritizing and organizing work.
- o Skill in building inspection and plan review activities.

- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Community Development Division Director 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 county ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related code enforcement duties. Inspecting unsafe and dilapidated buildings contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to enforce county codes and ordinances. Successful performance contributes to the safety and welfare of citizens.

PERSONAL CONTACTS: Contacts are typically with co-workers, members of the general public, and law enforcement personnel.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light or heavy objects and climbs ladders.

WORK ENVIRONMENT: The work is typically performed in an office and at inspection sites. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. Work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o 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.