

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

**CLASS TITLE: CODE COMPLIANCE OFFICER
DEPARTMENT: PLANNING
REPORTS TO: DEPARTMENT DIRECTOR**

**CLASS CODE:
FLSA STATUS: N
DATE: 12/13**

POSITION PURPOSE:

To maintain and improve the quality of life within the community by ensuring residential and commercial compliance with community values; community standards; and approved property standard codes, ordinances and regulations.

JOB SUMMARY:

Ensures compliance with the City's Business License regulations and other ordinances relating to civil infractions; issues nuisance, property maintenance, and litter ordinance citations; administers and enforces the City's fats, oil and grease (FOG) ordinance; assists the Police Department and other agencies with the enforcement of the Alcohol Beverage Ordinance; periodically monitors the municipal docks for use infractions; coordinates code enforcement activities with/by other internal and external departments/organizations; and provides additional code enforcement as assigned; follows up with citizens accordingly.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employee's specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Assists with enforcement of all City regulations and ordinances as assigned.

Recommends new regulations, ordinances and/or procedures, or changes to existing rules, regulations, ordinances and/or procedures.

Investigates and enforces alleged or potential violations of the property maintenance ordinance and cites violators.

Investigates complaints to identify code violations; takes action on the complaint and/or refers to the appropriate department/agency.

Issues citations and other legal documents as outlined in the appropriate ordinances related to building code/property standards infractions, zoning and land use infractions, dilapidated structures, sign ordinance infractions, Historic District infractions, and other infractions that are outlined herein.

Provides general code compliance related assistance to various departments such as City Clerk's Office, Planning; Building; Fire and Police.

Reviews tax records, occupational tax license records, and construction permits to research case violations.

Issues citations for ordinance violations and conducts follow-up inspections to ensure corrective actions have been taken for compliance with local ordinances.

Answers written and/or oral complaints.

Annually inspects City apartment complexes for code compliance.

Coordinates with other agencies to provide cooperative assistance as needed.

Interacts with a variety of individuals, both internally and within the community to provide information, disseminate departmental information, coordinate projects and assist in resolving administrative issues.

Completes related paperwork and required reports.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Maintains required records and files, and ensures that technical and official records and files are properly maintained.

Interprets statutes, ordinances, and regulations related to property standards.

Presents cases, testimony and supportive evidence to court regarding citations issued.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or FAX.

Maintains and upgrades knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Periodically monitors the use of the public docks and enforces regulations related to those docks as appropriate.

Reports administrative and/or operational problems to supervisor.

May serve as backup for other positions within the city.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT MOST OFTEN USED:

Vehicles

Personal Computer

Two-way Radio

Sound Meter

Camera

General Office Equipment

Hand Tools

Telephone

Flash Light

Mobile communication devises

Various codes and related documents

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Three to five years of code compliance/enforcement, law enforcement, or related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Possession of/ability to obtain, certification as code compliance/code enforcement officer within one year of employment.

Licenses and Certifications:

Valid Georgia Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Internal departmental policies and procedures.

Applicable state, federal and local ordinances, codes, laws, rules and regulations.

Geography of the City.

Constitutional rights.

Safe practices and procedures for performing essential functions of the job.

External governmental bodies and agencies related to area of assignment.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard arithmetic, including percentages and decimals and calculating area, volume and related mathematical functions.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Working with people. Decision making regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a high impact on the organization.

Responding quickly to changing situations.

Preparing clear and concise reports, correspondence and other written materials.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks.

Ability to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, scanners, telephone systems, shredders and various scales.

Required Mental and Physical Abilities:

Ability to read and interpret documents such as codes and ordinances, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to deal with problems and stressful situations involving several variables in changing situations.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems involving several variables in standardized situations.

Ability to pass physical fitness/efficiency examinations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands or fingers, handle, or feel objects; ascend and descend stairs, scaffolding and ramps; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; use color perception and discrimination; and push, pull and/or lift over 50 pounds frequently and over 100 pounds occasionally.

Working Conditions:

Code Compliance Officer

Work is performed in a normal office environment, in vehicles and in the field exposing the employee to outside atmospheric conditions.

The incumbent's working conditions are typically moderately quiet, but may be very loud at some locations or during the completion of some functions.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. This class specification may be amended consistent with city policies.