



## Code Enforcement Officer

Planning and Community Development

### JOB SUMMARY

This position is responsible for enforcing County Zoning Codes and Ordinances for Lamar County.

### MAJOR DUTIES

- Patrols the County, conducts inspections and investigations and enforces codes and ordinances including those related to zoning, land use, nuisances, health and safety, blight, and water waste.
- Attends court hearings; performs re-inspection of properties.
- Communicates and coordinates between various departments within the County; to include the Sheriff's Office and Public Works.
- Conducts business license checks as required.
- Tracks vacant properties and identifies blight structures that are in need of updating to code or demolition.
- Responds to citizen complaints and reports regarding alleged violations.
- Conducts investigations of violations, collects and maintains evidence; conducts interviews; maintains case files, prepares reports.
- Issues citations and corrective actions for violators; conducts re-inspections.
- Prepares a variety of written reports, correspondence and memos.
- Prepares a variety of required reports.
- Attends meetings, events, and continuing education trainings.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of County codes and ordinances.
- Knowledge of related federal, state, and local laws.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in the use of specialized equipment and firearms.
- Skill in oral and written communication.
- Skill in interpersonal relations.

### SUPERVISORY CONTROLS

The Director of Planning and Community Development 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 and department policies and procedures, County codes and ordinances, County land use maps, and related federal, state, and local laws. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative and enforcement duties.
- The purpose of this position is to inspect properties and enforce County codes and ordinances. Successful performance helps ensure the efficiency and effectiveness of all County government operations.

## **CONTACTS**

- Contacts are typically with coworkers, other County agencies and employees, attorneys, and members of the general public.
- Contacts are typically to provide services; to give or exchange information, or to resolve problems.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is performed while sitting at a desk, standing, stooping, walking, bending or crouching. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity. The employee climbs ladders and distinguishes between shades of color.
- The work is also performed on-site and exposes the employee to the outdoors (dust, dirt, grease, machinery with moving parts) and occasional cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education, or a combination of education, experience, and skills that meet the prerequisites of the position.
- 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 more than 5 years.
- 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.
- Ga. POST certified Officer.