



Job Vacancy

Class Title: Code Enforcement Officer

Salary: \$17.74 - \$25.64 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

The Community Affairs Code Enforcement Officer performs the full scope of assigned duties by enforcing all Planning and Zoning, Comprehensive Zoning Ordinances and City Ordinances, including identification, notification, field investigations, and tracking under the administrative direction of the Sr. Code Enforcement Officer.

ESSENTIAL FUNCTIONS

Responds to complaints of City zoning code violations and investigates possible infractions: conducts site visits to determine validity of complaints or to enforce codes; collects, evaluates, records, and preserves evidence; interviews witnesses and gathers information; and takes and files photographs to document violations.

Determines compliance or non-compliance with codes: meets with property owners to discuss violations; issues code compliance notices and official correction notices; issues citations/summonses to violators; serves citations via certified mail or in person; and performs follow-up site inspections as needed.

Interprets and enforces the provisions of applicable zoning codes, specifications, and standards: provides information and technical assistance concerning code requirements; discusses problem areas with property owners, residents, and contractors; makes suggestions and recommends solutions to problems; responds to questions concerning code violations; and conducts research as needed.

Maintains records of enforcement activities: enters data regarding work activities and violations into computer system; maintains comprehensive case files; and conducts records maintenance activities in compliance with guidelines governing record retention.

Performs various tasks involving court related proceedings: prepares related documents and reports to assist in building and documenting case information; interviews witnesses; prepares evidence for court cases; and testifies in court as needed.

Maintains a comprehensive and current knowledge of applicable laws, regulations, and standards: maintains an awareness of code enforcement methods, practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; and attends workshops and training sessions as appropriate.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Associate Degree in Criminal Justice, Zoning, Urban Planning, or related field required; supplemented by two years of experience in law enforcement, investigations, plan review or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Competency in Microsoft applications including Word, Excel, and Outlook. Organizational, verbal, and written communication a must.

LICENSES AND CERTIFICATIONS

Must possess and maintain a valid Driver's License. Certification as a Zoning Inspector is Preferred.

PHYSICAL DEMANDS

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, unsafe structures, heights, confined spaces, or rude/irate customers.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.