

JOB TITLE: Code Enforcement Officer

DEPARTMENT:

Planning and Zoning, Jasper County

JOB SUMMARY:

This position is responsible for the enforcement of national and state codes and local ordinances adopted by Jasper County.

MAJOR DUTIES:

- Enforces national, state, and local codes: identifies code and/or ordinance violations, notifies responsible contractor, subcontractor, engineer, architect, or property owner of code or ordinance violations and discusses possible options to correct violations. Notifies the proper authorities of continuing violations, coordinates prosecution of violations with law enforcement officials, and testifies in court proceedings when necessary.
- Performs on-site inspections of properties to determine compliance with various ordinances concerning litter, nuisance abatement, abandoned vehicles, business license and similar county ordinances.
- Inspects existing structures for potential violations of safety or sanitation.
- Assists Sheriff's Department in serving citations and summons for violations of county codes.
- Maintains files of inspections and progress of ordinance/code violation actions; compiles status reports on specific assignments as requested.
- Investigates and addresses complaints from the general public.
- Represents Jasper County in court on code violations.
- Participates in professional development activities.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of local ordinances and state laws.
- Knowledge of law enforcement procedures.
- Code Enforcement Officer, Planning and Zoning
- Knowledge of court procedures and fine structures.
- Knowledge of the streets and geography of the county.

- Skill in basic mathematical calculations.
- Skill in driving.
- Skill in maintaining records and files and writing reports.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS:

The Planning and Zoning Director assigns work in terms of very general instructions and spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES:

Guidelines include state laws, county ordinances, department policies, and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY:

The work consists of related code enforcement and animal control duties.

SCOPE AND EFFECT:

The purpose of this position is to enforce county codes and ordinances. Successful performance helps ensure the successful prosecution of ordinance violations and affects the image of the county.

PERSONAL CONTACTS:

Contacts are typically with other county employees, local law enforcement personnel and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to exchange information, provide services, resolve problems, and settle matters.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, or walking. The employee must occasionally lift light objects.

WORK ENVIRONMENT:

The work is performed in an office, automobile, and outdoors. The employee may be exposed to machinery with moving parts, irritating chemicals, and occasional inclement weather. The work may require the use of protective devices such as masks, goggles or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

None

MINIMUM QUALIFICATIONS:

- Ability to read, write, and perform basic mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 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 has had a similar position for one to two 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.