



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Senior Code Enforcement Officer</b>	<b>Job Code:</b>
<b>Reports to: Zoning Manager</b>	<b>FLSA Status: Non Exempt</b>
<b>Department: Development Services</b>	

*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.*

### **Position Overview:**

The purpose of this classification is to perform a variety of **high level technical, and interpersonal** duties in support of the County's local code enforcement program; monitor and enforce all applicable ordinances, codes, and regulations related to zoning, land use, building codes, nuisance conditions, environmental, solid waste management, and other matters of public concern; and serve as a resource to provide information on County regulations to property owners, residents, businesses, the general public, and other County departments and divisions; **and to act in the capacity of Field Supervisor to all other Code Enforcement Officers; and to advise Staff, Administration, and Elected Officials on ordinance enforcement, violations, and field personnel as requested.**

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Enforce compliance with County regulations and ordinances including, but not limited to, those pertaining to zoning, land use, building codes, nuisance conditions, environmental, solid waste management, and other matters of public concern.

Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of County codes and ordinances.



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Lead Code Enforcement Officer**

**Job Code:**

Conduct field investigations to include inspecting properties for violations and making contact with and interviewing alleged violators, complainants, and witnesses.

Issue and post warning notices and/or notices of violation for code violations and make recommendations on how to remedy violations.

Prepare a variety of written reports, memos, and correspondence related to code enforcement activities; maintain accurate and complete documentation of day to day activities, including hours worked, cases, and inspections.

Support legal actions taken by the County by acting as Court Liaison; assisting subordinates with selection and management of case load assigned to the monthly court docket, facilitating effective communication and fostering a positive relationship between the Courts, code enforcement, and County Staff. Advises and prepares Zoning Manager and Judge on cases prior to court hearings.

Organize, lead, and monitor training of new code enforcement officers.

Advise Zoning Manager on trends in non-compliance or problematic cases, convey frequent updates on performance of Code Enforcement Officers during probation period or as needed.

Take lead in the design of new forms and records; the creation of information bulletins; and the drafting and implementation of policy changes.

Provide input to Planning and Zoning Staff to assist in the creation and revision of enforceable ordinances.

Research and implement community outreach and education opportunities to improve public relations and compliance.

Regular and routine attendance at work is required.

### **ADDITIONAL FUNCTIONS**

Attend enforcement training, meetings, and workshops as directed. Acquire and/or maintain GASWCC certifications as necessary.



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Lead Code Enforcement Officer**

**Job Code:**

Perform/attend inspections related to Land Disturbance, development, and erosion/sedimentation control as requested.

Work with County Manager to carry out large-scale enforcement projects. Brief subordinates and Zoning Manager of upcoming large-scale operations.

Provide assistance to other employees, departments, and the general public as needed to coordinate work activities, review status of complaints, exchange information, and/or resolve problems.

Perform other related duties as required

### **MINIMUM QUALIFICATIONS**

Associates degree or completion of core curriculum coursework at a college level supplemented by course work or specialized training in building trades, criminal justice, public administration, or other related fields such as International Code Council (ICC), Georgia Association of Code Enforcement (GACE), or Peace Officer Standards and Training (P.O.S.T); and three (3) years previous experience as a Code Enforcement Officer and/or training involving a high level of public contact with experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Prior Law Enforcement, Military service, and/or a background in Human Services is strongly preferred. Must possess and maintain a valid Georgia driver's license. Must possess or have the ability to obtain certification from the Code Enforcement Officer Masters Certificate Program issued by GACE. Must possess or have the ability to possess a minimum of a Level II (Certified Plan Reviewer) GASWCC Certificate.

### **PERFORMANCE APTITUDES**

#### **Data Utilization:**

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Lead Code Enforcement Officer**

**Job Code:**

### **Human Interaction:**

Requires the ability to apply principles of persuasion and/or influence. **Requires the ability to effectively train, mentor, provide guidance to, and counsel new and subordinate Code Enforcement Officers.**

### **Equipment, Machinery, Tools, and Materials Utilization:**

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information **to all levels of civilians, officials, and staff.**

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

### **Situational Reasoning:**

Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE**

### **Physical Ability:**



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Lead Code Enforcement Officer**

**Job Code:**

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, 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).

### **Sensory Requirements:**

Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

### **Environmental Factors:**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature extremes, or traffic hazards.

DRAFT



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Lead Code Enforcement Officer**

**Job Code:**

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

DRAFT