

City of Jonesboro

POSITION DESCRIPTION

POSITION TITLE:	Code Enforcement	EXEMPTION STATUS:	Full Time
JOB FAMILY:	Administrative	JOB LEVEL:	Grade 11 Range – Min- \$33,969 Max- \$45,344
GENERAL POSITION SUMMARY:	Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program	<u>POSITION RELATIONSHIPS SUPERVISES: (TITLES)</u>	N/A
DEPARTMENT:	City Manager	SUPERVISED BY: (TITLE)	Chief Code Enforcement Officer

GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the City.
- Monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, and other matters of public concerns.
- Serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City Departments.
- Assists with Beautification Commission projects and/or meetings.
- Adhere to appropriate City operating procedures, benefit rules, employment, and safety policies/practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to conduct health, public safety, property maintenance, building permit, land use, zoning, and public nuisance inspections for residential and commercial properties.
- Responsible for erosion control, environmental and solid waste inspections for residential and commercial properties to ensure enforcement; and compliance of state and local erosion, sedimentation and solid waste control regulations.
- Works independently and as a team member to implement methods, procedures and techniques used in the interpretation and enforcement of code violations.
- Receives and responds to reports of alleged code ordinance violations from citizens or staff; provides information and explain code and ordinances.
- Uses effective techniques to interact with citizens and the public to correct violations and conduct reinspection's to ensure that corrective action(s) has been taken.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue citations and notices of violation as necessary.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant building regularly for transient activity, graffiti and other forms of vandalism.
- Skill in testifying in court and works with City Solicitor to conduct hearings and prepare cases for prosecution.
- Prepares reports and communications clearly and concisely, both orally and in writing; delivers quality customer service to architects, engineers, contractors, and the members of the general public.
- Must possess or be able to complete a minimum of 16 hours of the curriculum required for the Georgia Association of Code Enforcement (GACE) Certification as a Code Enforcement Officer.
- Exercises sound judgment in potentially hazardous or dangerous situations and conducts research; takes photographs and measurements, and operates radio equipment.
- Maintains a daily log and records related to inspection and enforcement activities; organizes and files records; data entry; prepares written correspondence; prepares monthly, quarterly, and annual reports.

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ADDITIONAL DUTIES AND RESPONSIBILITIES

- Any other duties as assigned.

JOB SCOPE

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the City's mission and adversely impact attainment of the City's goals. Incumbent operates fairly independently but results are monitored by the Mayor and City Administrator. Content of work priorities are largely self determined.

COMMUNICATIONS/CUSTOMER CONTACT

Contacts are across the entire City community and in a leadership capacity. Community contact is a critical component of success in developing good will and support of City programs and initiatives.

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Associates Degree and/or three years previous experience and/or training that includes training in code enforcement and construction or build field inspections.
- Must possess or be able to obtain a minimum of 16 hours of the required curriculum required for the Georgia Association of Code Enforcement (GACE) Certification as a Code Enforcement Officer.
- Must possess and maintain a valid Georgia Driver's License with a satisfactory driving record.

Knowledge, Skills and Abilities

- Principles and practices of code enforcement; investigation techniques and practices; evidence collection and preservation.
- State and local codes and standards and all other building related codes and ordinances as adopted by the State of Georgia and the City of Jonesboro.

JOB CONDITIONS:

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the associate is:

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

The City of Jonesboro is an equal opportunity, drug-free employer committed to diversity in the workplace.

To obtain an application, please visit our website www.jonesboroga.com or visit City Hall @ 124 North Avenue

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ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

____/____/____
DATE

APPROVED BY MAYOR
DATE CREATED/UPDATED: (04/12/19)

APPROVED CITY MANAGER