

City of Grovetown – Job Description

Department: Community Development & Planning

Job Title: Code Enforcement

Salary Grade: Grade 14

Entry Rate: \$16.78 per hour

Job Status: Full time

Non - exempt

Reports to: Director of Community Development & Planning

Subject to Employee Benefits: Yes

Purpose of the Position: The purpose of this position is to regulate, inspect and enforce City Ordinances (including but not limited to nuisance grass and weeds, abandon or junk condition vehicles, and other nuisance issues) and to ensure compliance with city ordinances and state laws in order to protect the health safety and welfare of the general public. This position may also assist for interpreting laws in securing compliance with building, plumbing, mechanical, electrical, housing, zoning ordinances, soil erosion and other related codes.

Examples of Duties: Duties include but not limited to the following:
(Scope of work)

Proactively enforces all related City ordinances and regulations.

Receives, investigates and responds to complaints regarding city ordinances, complaints may be in person, by phone or website or from other city departments.

Initiates appropriate actions in regards to complaints in a timely and efficient manner.

Maintains an organized filing system for code enforcement, including but not limited to records, reports, documents, and correspondence.

Issues warning or violation notices, maintains organized files of same.

Issues "summons to appear" for non-compliance with ordinance provisions.

Appear as needed in municipal court (appropriately dressed) to present information relevant issues of non-compliance. Gives accurate, well-prepared testimony.

Coordinates work between city departments and regulatory agencies having jurisdiction within the city limits of Grovetown.

Responds to public problems and makes educated recommendations for resolution of critical issues.

Observes and promotes routine safety precautions and work rules for department.

Prepares correspondence, gathers, compiles and records information for reports and department activities that relate to code enforcement.

Interacts with city officials, attends meetings and workshops as needed.

Assist department director in matters of developing city ordinances that affect the Department.

Responsible for care of city vehicle.

Plans, locates materials to accomplish the daily tasks related to safe, efficient operation of the department.

Performs soil erosion inspections as needed.

Performs backup assistance with building inspections for residential and commercial construction.

Builds and maintains a positive working relationship with co-workers, the general public and other regulatory agencies.

Maintains /receives job related training or continuing education relevant to position held, and maintains certificates and state licensure required of the position.

May perform some clerical task which may include answering incoming calls, sending/receiving faxes, making copies and filing documentation.
Performs other duties as assigned or required.

Knowledge, Skills and Abilities:

Knowledge of city geography including city maps/streets/locations.
Knowledge of Zoning Ordinance, Standard Building Codes and city, county and state used in daily operation of the department
Knowledge of city policies and procedures related to operation of the department
Knowledge, skill and ability in interpretation of complicated regulations and procedures
Knowledge, skill and ability in use of computer programs and applications that relate to the job
Knowledge, skill and ability in assisting with formulating policies and procedures related to the department
Knowledge, skill and ability to determine short and long term goals for departmental projects
Knowledge, skill and ability in coordinating emergency situations if they arise
Knowledge, skill and ability in performing building inspections on all phases of new construction
Knowledge, skill and ability in performing building inspections on all phases of remodeling or repair work
Skill and ability to solve problems and matters of complaints from the general public or outside agencies
Skill and ability to read sub-division plans
Skill and ability to interpret blue prints
Skill in proactively noticing public safety hazards and correcting problem or notifying appropriate department head.
Ability to be cross-trained to perform other related duties
Ability to understand oral and written instructions
Ability to read, write and speak English
Ability and skill to deal courteously and tactfully with fellow employees and general public
Ability to establish and maintain effective working relationships with employees, officials and general public.

Complexity: Employee is required to follow developed, implemented and established rules, guidelines and policies and is required to make suggestions for updates or changes to insure the city is in compliant with all state and federal agencies. Incumbent must have the ability to understand the scope, functions and job duties with minimal instruction.

Contacts: Contacts are generally with city officials, contractors, developers, county employees, state and federal agencies and members of the general public. The purpose of these contacts is to render services, provide or exchange information to the general public.

Guidelines: Employee is required to follow the implemented guidelines for all areas covered under the umbrella of Planning and Zoning. Incumbent would receive instruction from the Zoning Administrator in general terms. Employee must work independently to accomplish goals and objectives.

Physical Demands: Position requires work in an office and out in the field. There may be some lifting (of items weighing more than 50 pounds), bending, stooping, crouching, crawling and working overhead. Incumbent must be in good physical condition and be able to tolerate long periods of time working in extreme heat or cold and other adverse weather conditions.

Supervisory Controls: This position works under the direct supervision of department director. Work is complex and employee must use much judgment in accomplishing goals and objectives of the department. The department director would monitor overall work in terms of successful operation of the department.

Work Environment: Work is typically performed in the field. Employee is required to make frequent visits to job sites or any area of the city where work is being performed. Employee may be subject to dirt, noise, construction, chemicals or contaminated waste.

Requirements: Employee should possess a high school diploma
Be able to obtain the following certifications: State of Georgia General Contractor (residential or commercial), electrical, mechanical, or plumbing license, or ICC Building Inspectors certification
At least 5 consecutive years of experience in a similar position
Ability to achieve code enforcement officer certification within one year of employment or as per GACE requirements
Must obtain Soil Erosion Certification Level 1B
Employee must live within 25 miles of the city
Employee must possess and maintain a valid state driver's license
Employee subject to a pre-employment background check and drug screen
Employee must follow all policies, rules and regulations of the City

8/14/2012 HR – Disclaimer: Job description statements are intended to describe the general nature and level of work being performed assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position.

Equal Opportunity Statement: The City of Grovetown is an Equal Opportunity Employer and does not discriminate against any employee based on race, color, sex, sexual orientation or national origin, or individuals with disabilities.

*City will pay cost of training, but employee must sign an agreement to reimburse costs if employment time is less than one year.

Updated 09/19/2019