



## City of Winder

**Job Description: Code Enforcement Officer - Sworn**

**Department: Police Department**

Rev 12/12, 6/14

**EEO Function:**

**Pay Grade: PD-4**

**EEO Category:** Protective Services

**Status:** Non-Exempt

**Pay Type:** Hourly

**Position Number:** 6311

### **I. Chain of Command/ Reports To**

Police Sergeant or through the Chain of Command to the Chief of Police

### **II. Job Summary**

Under direction, enforces municipal adopted codes, performs field inspections and enforces municipal code provisions and land use laws pertaining to public welfare, safety, public nuisance, property maintenance and explains regulations relating to municipal code provisions including zoning, land use, planning, and performs related work as assigned.

### **III. Essential Duties and Functions**

- Follow and promote Policy & Procedures of the City of Winder.
- Ensures that the department offers and maintains an effective and positive Community Oriented Policing philosophy for the purpose of maintaining the highest possible credibility level within the City.
- Investigates complaints of violations of local and state nuisance abatement laws, ordinances, or codes; issues citations; conducts follow-up investigations to ensure compliance with codes or ordinances.
- Answers inquiries from and advises property owners, builders and the public regarding compliance with zoning regulations, property maintenance standards, regulatory practices and current active code enforcement cases; responds to citizen complaints regarding potential code violations; conducts research regarding property ownership, current and past permits and applications, and applicable codes
- Coordinates code enforcement actions with other City departments and other governmental agencies when necessary.
- Prepares correspondence to educate the public and advises individuals on the status of code enforcement activities.
- Maintains accurate, complete records of complaints, inspections, violations and citations; prepares periodic written reports detailing code enforcement activity and results for presentation to the Design Review Board, Planning Commission and City Council.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Represents the City in court; testifies regarding code violations.

- Assists the Police Department with impounding abandoned vehicles; research and contacts vehicle owners; may issue abandonment summons.
- Reports needed street and sign repairs.
- Investigates the ownership of local property for purposes of code enforcement.
- Responds to calls for service within assigned areas or any other area within the City as directed.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Ensures the compliance of quality customer services to the public and internal City departments and employees.
- May exercise reasonable force, to subdue and maintain physical control over violent or uncooperative suspects.
- Transports arrested persons to detention facility using handcuffs and other security measures necessary in order to book them according to proper procedures.
- Detains, apprehends, and arrests, criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- Maintains uniforms, weapons and other assigned equipment in functional and presentable condition.
- Uses departmental computer equipment to input, review and obtain records, information and other various data.
- Participates in firearms training in order to maintain proficiency; participates in training for other applicable law enforcement equipment and weapons.
- Inventories and maintains equipment carried in police vehicle by utilizing an equipment check list, and by replacing missing or damaged items in order to ensure readiness for job related duties.
- Provides security for special events.
- Maintains the ability to function as a patrol officer.
- Performs related duties as assigned

#### **IV. Knowledge, Skills, and Ability:**

- Knowledge of City Charter and Ordinances pertaining to the Police Department.
- Knowledge of Georgia laws governing the apprehension, arrest and custody of accused persons.
- Knowledge of city, county, state and federal laws and regulations pertaining to land use, zoning, building permits, property maintenance, health/public safety, animal regulations, and public nuisance.
- Knowledge of the City of Winder's geography.
- Advance knowledge of Microsoft Word and Excel.
- Ability to do arithmetic computations including multiplication, division, fractions, decimals and conversions.
- Ability to present proposals and recommendations clearly and logically in public meetings.
- Ability to research, compile, and collect data.
- Ability to recognize conditions that constitute code violations.
- Ability to communicate orally as needed to exchange information with other employees, other professionals and the public.
- Ability to use standard City software as intended.

- Ability to use a computer to complete forms and reports.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to prepare clear, concise and comprehensive reports and other written materials.
- Ability to read and interpret legal documents and descriptions.
- Ability to perform criminal investigations involving complex and sensitive situations.
- Ability to present department documents.
- Ability to interpret and apply applicable federal, state and local policies, laws and regulations.
- Ability to work routinely under highly stressful conditions including life threatening situations.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to work independently.
- Ability to maintain confidentiality.
- Ability to follow the chain of command.
- Ability to use surveillance equipment.
- Ability to properly use protective gear.
- Ability to maintain POST certification.
- Ability to pass drug testing as noted in policy.
- Ability to use and qualify with a firearm.
- Ability to pass an annual physical ability/fitness test.
- Ability to promote a positive work environment.
- Ability to maintain a neat and orderly workspace.
- Ability to maintain high ethical standards, both on and off duty.
- Skill in testifying clearly, cogently, and creditably in court.
- Skill in understanding and following oral and/or written instructions.
- Skills in effectively operating a motor vehicle on City/County/State streets.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

## **V. Licenses and Certifications Required**

- Possession of Georgia POST certification.
- Completion of POST-approved in-service training hours each year.
- Meet and maintain the departmental firearms qualifications standards.
- Georgia Crime Information Center (GCIC) certified.
- Possession of a valid Georgia driver's license.
- Possession of, or ability to obtain within one year of appointment, certification as a Code Enforcement Officer issued by the Georgia Association of Code Enforcement (GACE).

## **VI. Qualifications**

- High School diploma or GED.
- Minimum of 21 years of age.
- Never been convicted of a Felony.

- Must be a citizen of the United States.
- Must meet/pass department's psychological and background requirements.
- Must pass an annual fit for duty physical and/or physical abilities test.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.
- Must attend annual training to maintain certification.

## **VII. Physical Requirements**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; restrain or subdue individuals; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to run for prolonged periods of time with distances of 100 yards or more, climb, stoop, kneel, crawl, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 160 pounds.

**Vision:** Visual range with or without correction to 20/20 in one eye and at least 20/30 in the other eye with no color deficiencies.

**Hearing:** Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

**Attendance:** Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, the department and the public.

## **VIII. Working Conditions:**

While performing essential duties of the job, police officers work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around various types of office equipment and computers. The noise level in the work environment may be moderate to loud.

This position works primarily outside within the city limits. While performing the duties of this job, the employee occasionally works in various weather conditions, and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, around loud siren noise, and moving vehicles. This position may require working around chemicals, blood and other potential hazardous exposures. Individuals may also be subjected to physical and verbal threats and other stressful situations while performing duties. The individual serving in this capacity may be required to use a firearm/deadly force, or may be required to utilize specialized protective equipment to include but not limited to: a ballistic vest and prescribed traffic safety equipment when directing traffic.

This position is designated as an emergency position that requires the employee to work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, public safety concerns, forced evacuations or as determined by the City Administrator.

All department personnel are subject to involuntary transfers at the discretion of the Chief of Police. Transfers and shift assignments are based on the needs of the department.

**IX. Supervisory Controls/Responsibility:**

None

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*

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