



City of Winder

Job Description: Code Enforcement Officer – Non-Sworn

Department: Planning

Rev 3/15

EEO Function:

Pay Grade: 18

EEO Category: Protective Services

Status: Non-Exempt

Pay Type: Hourly

Position Number: 2121

I. Chain of Command/ Reports To

Planning Director

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.
- Investigates complaints of violations of local and state nuisance abatement laws, ordinances regarding public nuisances, property maintenance, abandoned vehicles, animals, license regulations and other issues relating to health, safety and welfare of the community.
- Answers inquiries from and advises property owners, and the public regarding compliance with zoning regulations, property maintenance standards, regulatory practices and current active code enforcement cases.
- Issues citations and conducts follow-up investigations to ensure compliance with codes or ordinance.
- Prepares correspondence to educate the public and advises individuals on the status of code enforcement activities.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- 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.
- 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.

- Conducts inspections of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits.
- Tracks vacant and foreclosed properties for required maintenance compliance as specified in City Ordinance.
- Submits monthly logs and summary of cases to the department supervisor including case status and follow-up actions needed.
- Reports needed street and sign repairs.
- Uses departmental computer equipment to input, review and obtain records, information and other various data.
- Inventories and maintains equipment carried in vehicle by utilizing an equipment check list, and by replacing missing or damaged items in order to ensure readiness for job related duties.
- Coordinates code enforcement actions with other City departments and other governmental agencies when necessary.
- Performs related duties as assigned

IV. Knowledge, Skills, and Ability:

- Knowledge of City Ordinances.
- 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 interpret and apply applicable federal, state and local policies, laws and regulations.
- Ability to work routinely under highly stressful conditions.
- 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 properly use protective gear.
- Ability to pass drug testing as noted in policy.

- 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 mediating and diffusing hostile situations.
- 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.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

- Possession of a valid Georgia driver’s license.
- Georgia Crime Information Center (GCIC) certified within three (3) month of appointment.
- 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.
- Three (3) years of experience in code enforcement, law enforcement, planning, residential or commercial building inspections, engineering, or related fields.
- Minimum of 21 years of age.
- Never been convicted of a Felony.
- Must be a citizen of the United States.
- Work evenings, weekends and/or holidays as required.
- 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; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 65 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:

Essential duties of this position are performed primarily in an outdoor environment in all weather conditions, to include snow, wet and/or humid conditions. While performing essential duties of the job, employees work in an environment of constant noise, are exposed to dust, fumes, smoke, gases, oil, grease, solvents and chemicals, work on uneven surfaces, work around moving vehicles and equipment and on equipment with moving parts and are subject to continuous vibration. The noise level in the work environment may be moderate to loud. Working conditions may involve confined space entry.

This position may require that the employee wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, hearing protection, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on duties assigned.

This position is designated as an emergency position that requires the employee to perform duties during inclement weather or conditions as determined by the City Administrator, regardless of the City's operational status.

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.