



## **Chief Code Enforcement Officer**

### Code Enforcement

CE/1

#### **JOB SUMMARY**

This position directs the enforcement of the county's building codes and zoning ordinances.

#### **MAJOR DUTIES**

- Conducts inspections of residential and commercial construction, repair, or modification projects for compliance with codes.
- Conducts inspections of ongoing construction, repair, or modification projects for compliance with zoning ordinances and land development regulations.
- Serves as the county's Zoning Administrator.
- Enforces nuisance ordinance; observes residential areas to ensure general cleanliness; responds to and investigates complaints of code violations; notifies property owners or tenants by phone or in person when their property is not properly maintained.
- Notifies responsible contractor, subcontractor, engineer, architect, or homeowner of code violations and discusses possible options to correct violations.
- Conducts follow-up inspections to determine code compliance; prepares non-compliance cases for court proceedings.
- Performs inspections of existing structures for rehabilitation purposes; prepares oral and written reports.
- Assists in maintaining files of inspections, re-inspections, inspector notes, and required reports; compiles status reports on specific assignments as requested.
- Issues citations for code and ordinance violations.
- Issues soil erosion permits.
- Maintains the county's address database.
- Processes driveway applications.

- Serves as the county's federal floodplain manager.
- Performs on-site inspections of properties to determine compliance with various ordinances concerning litter and the demolition of unsafe buildings.
- Inspects existing structures for potential violations of safety and sanitation codes.
- Supervises, assigns, and evaluates the work of department personnel.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of personnel management principles.
- Knowledge of case management principles.
- Knowledge of code enforcement principles and practices.
- Knowledge of building inspection principles and practices.
- Knowledge of appeals policies and procedures.
- Knowledge of relevant county codes and ordinances.
- Knowledge of computers and job-related software programs.
- Skill in the training and supervision of personnel.
- Skill in conducting site inspections.
- Skill in maintaining files and records.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

#### GUIDELINES

Guidelines include county codes and ordinances, building codes, electrical codes, mechanical codes, plumbing codes, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, management, building inspection, and code enforcement

duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.

- The purpose of this position is to direct the enforcement of county building codes and zoning ordinances. Successful performance ensures compliance with all relevant codes and ordinances.

## CONTACTS

- Contacts are typically with co-workers, other county employees, property owners, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and negotiate, defend, or settle matters.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects, climbs ladders, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt and grease. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Building Inspector/Code Enforcement Officer (1) and Administrative Coordinator (1).

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.