



Code Compliance Officer

Department of Community Development

CD/3

JOB SUMMARY

The Codes Compliance Officer is responsible for identifying code and ordinance violations, issuing citations with descriptions of corrective action of the violations and following up on citations to ensure all offenses have been corrected and the property is within the city codes and ordinances.

MAJOR DUTIES

- Investigate complaints for potential code and ordinance violations
- Evaluate property for compliance within the city codes and ordinances
- Issue citations with descriptions of corrective actions required to remedy any violations
- Monitor and manage all open citations to ensure all offenses have been corrected and the property is brought into compliance
- Maintain all records, including digital copies, photos, videos, and hard copy, as required in a timely and organized manner as directed
- Adheres to and complies with internal Departmental Standard Operating Procedures/Guidelines (SOP's/SOG's).
- Provides information to the public concerning ordinances. This may include presenting at public awareness gatherings.
- Resolves violations through voluntary compliance, or when not possible, sets in motion other action which may include the criminal justice process.
- Prepare court orders, as needed, concerning cases.
- Testify in court cases relating to Code of Ordinances violations.
- Conducts research to obtain data and collect information on possible violations.
- Keeps detailed records and generates reports of activities.
- Inputs, accesses, and retrieves information, from a computer including the maintenance of records relating to cases being investigated in the department's internal data control system.
- Liaison with other Boards or Commissions as deemed necessary.
- Performs any other assigned duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the City of Tifton Code of Ordinances.
- Knowledge of the Department of Community Development's Standard Operating Procedures and/or Guidelines, rules, regulations, policies, goals, objectives, and procedures as well as relevant training programs and content.
- Knowledge of the geography of the City, proximate incorporated areas and the City's road network and addressing system.
- Skill to understand and carry out moderately complex oral and written instructions.
- Skill to enforce ordinances with firmness, tact, and impartiality and to deal courteously with the general public.
- Skill to keep records and make reports from such records.
- Skill to input, access, and retrieve data from a computer.

SUPERVISORY CONTROLS

The Department of Community Development Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety

of the final results.

GUIDELINES

Guidelines include city customer service policies and procedures, city personnel policies and procedures, and department regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related code compliance duties. Frequent interruptions and the need to perform multiple tasks simultaneously can contribute to the complexity of the position.
- The purpose of this position is to perform department operations in the area of Code Compliance. Success in this position contributes directly to the efficiency of department operations.

CONTACTS

- Contacts are typically with co-workers and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Some work is performed in an office while sitting at a desk or driving while intermittently sitting, standing, or stooping or walking.
- The employee occasionally lifts light objects.
- The employee occasionally climbs ladders.
- The employee distinguishes between colors and shades of colors.
- The employee will occasionally need to hear sounds.
- Some work is performed outdoors, occasionally in cold, hot, or inclement weather, and will require walking over uneven terrain.
- The employee may be exposed to noise, dust, dirt, grease, grime, or machinery with moving parts. Work could require the use of protective devices.
- The employee may be exposed to contagious or infectious diseases. Work could require the use of protective devices.
- The employee may be exposed to various insects. Work could require the use of protective devices.
- The employee may be exposed to irritating chemicals. Work could require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years, preferred but not required.
- Possession of or ability to readily obtain the appropriate state certification for the type of Code Compliance Officer. This may include on-line training, in-person classes and conferences. Certification must be obtained within two (2) years of employment.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.