

Community Code Enforcement Officer

FLSA Status: *Non-Exempt*
Grade: *10*

General Definition of Work

Under general supervision, performs skilled inspection work in securing compliance with established codes governing the Town's ordinances. Employee is responsible for the interpretation, application and enforcement of rules and regulations relating to code violations. Serves as a resource and provides information on Town regulations to property owners, residents, businesses, the general public and other Town departments and divisions. Work involves responding to complaints from property owners and/or referrals; investigating and researching complaints; follow-up on previously cited properties; prepares evidence as needed for cases. Work is performed under the moderate supervision of the Police Department.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Perform a variety of field and office work in support of the Town's local code enforcement program; enforce compliance with Town regulations and ordinances including those pertaining to zoning, land use, business license, building codes, health and safety, stormwater and other matters of public concern.

Investigates and responds to complaints from property owners and/or other referrals concerning complaints of Town code violations; interviews complainants and property owners to determine if complaint is valid; interviews property owner in order to notify owner of violation, and to encourage compliance and or correction of violation; interacts with complainant to encourage complainant to testify before enforcement boards as necessary.

Patrol assigned area in a Town vehicle to identify and evaluate problem areas and/or ordinance and code violations; determine proper method to resolve violations. Receives and answers inquiries concerning Town code and zoning questions; receives and pursues complaints alleging Town code violations, performing inspections as necessary.

Interacts with supervisor and other Town departments concerning questionable cases of code violations, and to aid in questions in area of specialty.

Maintains all necessary reports and records pertaining to inspections and code enforcement work; performs general typing and keyboarding of various documents; prepares worksheets or reports for notices for violations; prepares referral forms for other agencies as necessary concerning possible violations.

Takes measurements, photos and gathers any necessary evidence for Town code violation case hearings; researches legal description, property ownership and ordinances, make oral presentations if called to testify in court.

Participates in Community Oriented Policing activities (ie: community meetings, public awareness, education programs, etc).

Performs other duties as apparent or assigned.

Knowledge, Skills and Abilities

Knowledge of Operations, services, and activities of a municipal code compliance program including legal actions, methods, practices and procedures; some knowledge of the geography of the Town and location of important buildings; some knowledge of interpretation and enforcement of municipal codes, local, State and Federal regulations; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal professionally, courteously and fairly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; work independently in the absence of supervision; ability to establish and maintain effective relationship with associates and the general public.

Education and Experience

Associates degree in criminal justice or public administration or three (3) or more years law enforcement experience. Experience commensurate with position may be substituted for education.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently sitting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and may be required to wear specialized personal protective equipment, frequently working near moving mechanical parts and exposure to vibration and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to the risk of electrical shock and working with explosives; work is generally in a moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

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