



## Code Enforcement Officer

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### JOB SUMMARY

This position provides code enforcement support to the county administrative office and serves as the primary enforcement official. This position exercises independent judgement in dealing with application and enforcement of established county ordinances and/or unusual situations, exercising approved operating procedures county. Works under stressful, high-risk situations, and may be required to work on-call hours, weekends, and after hours as needed. This position reports to the County Administrator, and may be a full-time or part-time position as determined by the County Administrator.

### MAJOR DUTIES

- Code Enforcement
  - Patrols an assigned district in a code enforcement vehicle on assignment for the purpose of observing the area for possible violations of the Candler County code of ordinances which may endanger the health and well-being of the citizens of Candler County, Georgia;
  - Responds to requests for service from the Candler County Board of Commissioners to: (a) investigate specific reports of violations and follows up on investigations if necessary;
  - Provides county support and response to reports of animal control issues as reported by the Candler County Sheriff, Candler County Board of Commissioners or residents;
  - Coordinates with the Candler County Magistrate Court on court dates for citations and is the primary county representative to the court during hearings;
  - Other such duties as are requested and/or required by the Candler County Board of Commissioners

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the laws of the State of Georgia, Candler County
- Knowledge of the Candler County code of ordinances
- Knowledge of radio communications.
- Knowledge of county streets and geography of the assigned regions.
- Knowledge of state and federal requirements.
- Knowledge of county policies and procedures.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.
- Skill in interpersonal relations.

### SUPERVISORY CONTROLS

This position reports to the County Administrator. Work assignments may be assigned Zoning Administrator for investigation or enforcement of county ordinances.

### GUIDELINES

Guidelines include the laws of the State of Georgia, the Candler County Board of Commissioners policies and procedures and the Candler County code of ordinances.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied code enforcement duties.

- The purpose of this position is to provide code enforcement within Candler County, Georgia.

#### **CONTACTS**

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

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk, in a vehicle or while intermittently sitting, standing, bending, crouching, stooping or walking. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is performed in an office, outdoors and in a general administrative setting. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional inclement weather. The work may require the use of protective devices such as masks, goggles, gloves, vests, firearms, etc.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **MINIMUM QUALIFICATIONS**

- Must be at least twenty-one (21) years of age
- High school diploma or equivalent required.
- Must be a citizens of the United States
- Must not have any felony convictions. Conviction of certain misdemeanor offenses may deem applicant ineligible for employment.
- Must successfully pass an extensive character and background check
- Must successfully pass a pre-employment drug screen
- Must possess a valid Georgia driver's license with a good driver's history
- Must be able to perform the essential functions of the job; and, must not have a pattern of illegal drug use or abuse of prescription drugs;
- Must be able to sit for long periods of time, lift more than 50 pounds, and perform other physical activities within the job duties

#### **PREFERRED QUALIFICATIONS**

- Georgia P.O.S.T certification, with good standing, no history of suspensions, revocations, or open investigations.