

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	C310
FLSA:	N
WC:	9410
PG:	508
EEO:	3

CLASSIFICATION TITLE: CODE ENFORCEMENT OFFICER I

Applications are accepted on-line at www.roswellgov.com/employment

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical tasks and make independent decisions involving the enforcement and administration of various City, County, State, and Federal codes and regulations. Conducts site inspections, prepares court cases, provides court testimony, responds as an expert witness in court and performs various administrative duties.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conducts various field investigations and enforces related codes and ordinances including the nuisance ordinance, vehicle ordinance, property maintenance ordinance, development activity without applicable permits, and zoning violations; monitors unsanitary or overgrown property conditions on vacant lots, grounds around existing structures, illegal dumping and related nuisances; investigates vehicles to determine if they are junked, abandoned or improperly parked and enforces applicable ordinances; patrols assigned territories for illegal signage and removes signs.

Responds to questions and concerns providing interpretation and explanation regarding City, County, State, and Federal codes and regulations; maintains information on changes in codes; meets with or sends correspondence to property violators to assist in correcting violations; initiates contact with violators to provide notice of City, County, State, and Federal code violations and recommend action of discontinuing, removing or correcting the cause of the violation.

Participates in field investigations and enforcement of the housing codes on unsafe structures, dilapidated housing or housing that is noncompliant with codes; assists the building division to condemn unsafe housing; provides notification to tenants of required vacancy dates.

Conducts inspections of businesses and temporary advertising media; collects overdue Occupation Tax and other similar fees from businesses; insures all businesses are properly licensed within the City; confirms that temporary advertising is permitted and removed on time.

Prepares and participates in court cases and related activities; appears in court to provide testimony; responds as an expert witness in court; assists in preparing evidence and proceedings related to legal actions.

Prepares and participates in Apartment Code Enforcement (ACE) Programs.

Performs various administrative tasks in support of the daily activities of the office; prepares and maintains reports regarding enforcement activity in computer system on each assigned complaint and/or case; prepares and sends written reports, letters and other correspondence; issues work orders and conducts follow-up to ensure work order is properly completed in a timely manner; provides enforcement support to other departments.

Maintains information and keeps up-to-date with technical knowledge, new housing codes, State codes, and City ordinances; attends training sessions, programs, workshops and meetings.

Ensures that all building permit data and related information is entered and maintained into permitting software system.

Operates a personal computer, printer, calculator, cell phone, fax machine, digital camera, binoculars, a City vehicle, other equipment as necessary to complete essential functions, to include the use of word processing, desktop publishing, spreadsheet, database, and other system software used by the department.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or equivalent; three (3) years of experience in Code Enforcement, Law Enforcement; Building Construction experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must obtain GACE Code Enforcement Officer Certification within one year of employment. GSWCC Level 1A and 1B desired.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must have the ability to make independent technical decisions. Must have thorough knowledge of City, County and State laws, rules and regulations pertaining to code enforcement and signage. Must have the ability to act as an authority on code enforcement procedures, laws, ordinances and codes and be able to initiate resolution to complaints. Must have the ability to read and interpret maps, drawings and tax plats.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature extremes, hazardous materials, unsafe structures, heights, confined spaces, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.