



**Job Title: Code Enforcement Officer/Inspector**

**Grade:** To include CE1 (Probationary), CE2 (Probation Complete), & CE3 (Master Code Enforcement Officer)

**Department:** Police

**Reports To:** Lieutenant

**FLSA Status:** Non-Exempt

**Job Summary:** This is a position within the police department that reports to the Special Operations Division Commander. The employee is responsible for performing inspections necessary to enforce the city codes and zoning ordinances.

**Major Duties:**

- Inspects existing residential buildings for structural, safety and other hazards, citing corrections that must be made to bring structure into compliance with city housing codes and zoning ordinance; oversees and checks remedial actions and recommends changes as necessary.
- Condemns unsafe structures which jeopardize public health, safety and welfare; notifies tenants when to vacate; and occasionally assists tenants in relocation to public housing. Prepares demolition orders and provides Municipal Court with evidence, testimony and recommendations for action. Directs demolition of condemned structures as ordered by Municipal Court.
- Maintains and updates computer and hard copy records of actions taken and other related activities. Prepares and sends written reports, letters and other correspondence to property owners to resolve violations or complaints.
- Interprets and explains building and zoning ordinances, codes, and regulations to builders, contractors, homeowners, and the public.
- Coordinates commercial inspections with appropriate City Public Works inspectors including County Fire and Building department personnel. Submits inspection results to property owner and notifies of actions to be taken.
- Responds to citizen complaints by conducting field investigations of unsanitary or overgrown conditions on vacant lots or grounds around buildings, junked cars, and other related violations. Notifies the police department for enforcement of vagrancy and criminal or drug related activities. Contacts persons responsible for violations and gives notices to discontinue, remove or correct problems that are in violation of city ordinances and zoning requirements. Performs a limited Title search to locate property owners as needed. Performs follow-up inspections to ensure that required improvements have been made.
- Enforces city sign ordinances, which includes issuing sign permits, making inspections, and issuing citations.
- Provides records, testimony and other related evidence of unresolved violations before Municipal Court and City Council hearings as needed.
- Keeps up-to-date with new housing and code enforcement regulations and city ordinances.
- Assists in providing information for City Council and other city officials involved in creating new ordinances.
- Attends community, public, and zoning meetings as needed.
- Performs other related duties as assigned.

**Knowledge Required by the Position:**

- Considerable knowledge of applicable City policies, laws, and regulations;
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public;
- Ability to conduct necessary research and compile comprehensive reports.

**Supervisory Controls:** The Special Operations Commander assigns work in terms of departmental goals and objectives. The work is reviewed through conferences, reports and observation of activities.

**Guidelines:** Guidelines include federal and state laws, city ordinances, City of Hiram policies and procedures, and departmental policies and procedures. Interpretation of guidelines requires expertise and judgment.

**Complexity:** Work is performed in accordance with guidelines established in specific codes and ordinances. These codes are technical, broad in scope and occasionally vague requiring judgment in their interpretation and application. Employee must be able to recognize violations and potential violations of codes. Failure to do so could result in endangerment to public safety and health. Considerable judgment is needed when making a decision to condemn property. The employee must have excellent communications skills with the public to enforce housing and zoning codes and ordinances firmly, tactfully with impartiality. An error in judgment or oversight of hazardous conditions could result in endangering the health and safety of the public and possible litigation against the city.

**Scope and Effect:** The purpose of this position is to assist with the direction of operations within the Police and Administration Departments. Successful implementation of the work assures that all functions are implemented in accordance with all laws, regulations and ordinances. And safety guidelines established through generally accepted risk management and OSHA guidelines.

**Personal Contacts:** Personal contacts are with co-workers and employees of other city departments, council members, city attorney, county planning and zoning department, health department and citizens. Purpose of contacts is typically for coordination of information to enforce codes and ordinances; providing explanations and interpretations of codes and ordinances; resolving complaints; and providing and reporting of information regarding violations.

**Purpose of Contacts:** Contacts are typically to give and exchange information, resolve problems, and provide services.

**Physical Demands:** Approximately 30% of the work is sedentary office work and 70% requires making field inspections that may include crawling under houses, entering attics, or climbing on rooftops. Work is typically performed intermittently sitting, standing, walking, stooping, and crawling in tight spaces. There is exposure to site hazards when performing unit inspections such as unclean housing, insects, animals, unsafe yard conditions and no heat or ventilation in vacant units due to utilities which have not yet been connected. May be exposed to tight closed spaces

and occasional exposure to various weather conditions while on the job site. Must be able to walk on uneven terrain, climb stairs, and navigate in all kinds of housing conditions. Employee may occasionally be exposed to unsanitary conditions, excessive smoke (cigarettes, etc.), chemical fumes, animal filth and dust. May occasionally enter buildings that may not be structurally sound. Ability to manipulate hands, arms and fingers to operate office equipment and a computer keyboard is required. Positions in this class require speaking, hearing, standing, walking, seeing and repetitive motions. Employee may be subjected to disruptive people, threatening environment, and local travel. Employee must be able to drive a motor vehicle safely to various sites within the city.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

**Supervisory and Management Responsibility:** Decisions and judgments are usually made by the employee within guidelines established in the codes and ordinances. The employee is normally responsible for planning own work schedule. Work is usually performed independent of direct supervision; the employee regularly reports enforcement activities to the supervisor in written reports or consultation to resolve difficult cases/situations. Work is not usually reviewed upon completion; however, work may be reviewed indirectly through complaints received or recurrence of an unresolved problem.

**Minimum Qualifications:**

- Possession of a High School Diploma or equivalent.
- A minimum of 5 years related code enforcement experience in housing and/or zoning code enforcement and holds a certification by the International Codes Congress (ICC) Property Maintenance and Housing Inspector certification or must obtain within the working test period.
- Knowledge of approved methods and materials used in building construction.
- Ability to use a PC and skill using MS Office Suite, particularly Word, Excel, Outlook, and other related applications.
- Ability to communicate effectively both verbally and in writing.
- Ability to enforce city and zoning codes firmly, tactfully and with impartiality.

- Thorough knowledge of Standard Housing Codes, city and county zoning regulations and the ability to interpret these appropriately.
- Ability to recognize violations or potential violations of codes and ordinances to recommend their correction.
- Ability to perform limited Title searches to determine or locate property owners.
- Ability to maintain effective working relationships with other employees, building owners, tenants, and the general public.
- Must have a valid Class C Georgia driver's license and a satisfactory driving history.
- Background check and drug screen required at time of hire.
- Any equivalent combination of education and experience.