

JOB TITLE: Code Enforcement/Compliance Officer

DEPARTMENT: Environmental Management City of Tifton

JOB SUMMARY: The job involves technical work enforcing and investigating violations of City of Tifton Codes of Ordinances.

MAJOR DUTIES:

- o Patrols the City of Tifton checking for violations to the City of Tifton Code of Ordinances.
- o Conducts inspections to determine if any City Ordinances have been violated.
- o Responds to a wide variety of calls and complaints involving possible violations of City Ordinances.
- o Adheres to and complies with internal Departmental Standard Operating Procedures (SOP's).
- o Adheres to and complies with the overall Departmental Goals and Objectives.
- o Provides information to the public concerning ordinances. This may include presenting at public awareness gatherings.
- o Resolves violations through voluntary compliance or when not possible, sets in motion other action which may include the criminal justice process.
- o Prepare court orders as needed concerning cases.
- o Testify in court cases relating to Code of Ordinances violations.
- o Conducts research to obtain data and collect information on possible violations.
- o Keeps detailed records and generates reports of activities.
- o Creates case files and maintains file details as required by departmental policy.
- o 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.
- o Treats the public and other employees in a respectful and courteous manner.
- o Includes a component of internal safety and liability investigation upon request.
- o Adheres to safe work place practices and follows the safety policies and rules of the City of Tifton.
- o Complies with all City of Tifton Personnel Policies.
- o Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the City of Tifton Code of Ordinances.
- o Knowledge of the Environmental Management Department's Standard Operating Procedures, rules, regulations, policies, goals, and objectives procedures as well as relevant training programs and content.
- o Knowledge of the geography of the City, proximate incorporated areas and the City's road network.
- o Ability to understand and carry out moderately complex oral and written instructions.

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- o Ability to enforce ordinances with firmness, tact and impartiality and to deal courteously with the general public.
- o Ability to keep records and make reports from such records.
- o Ability to input, access, and retrieve data from a computer.

SUPERVISORY CONTROLS: The Environmental Management Director assigns work in terms of general instructions and spot-checks in progress and 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: The work consists of direct contact with the public in what can be tenuous situations. Frequent interruptions and multiple tasking can contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to perform department operations in the area of Code Enforcement/ Compliance. Success in this position contributes directly to the efficiency of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services designed to reach compliance.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or driving while intermittently sitting, standing, or stooping or walking. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in and outside of the office in all types of weather conditions.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o High school graduation or possession of an acceptable equivalency diploma.
- o A college experience/degree is preferred.
- o Two (2) years experience dealing with the public, preferably in a government setting.
- o POST Certification preferred.