

JOB DESCRIPTION**City of Garden City, GA**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.



Job Title:	Code Enforcement Officer, Non-Certified
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Department: Planning Department

Pay Grade: 108

FLSA Status: Non-Exempt

JOB SUMMARY

This position investigates violations of Garden City ordinances/adopted codes. Duties and responsibilities include, but are not limited to, enforcing compliance with city codes and ordinances, performing on-site inspections and investigations, issuing notices of violations, and issuing city ordinance citations. In addition, the code officer reports weekly activity and monthly code enforcement statistics to the Code Enforcement Supervisor and is responsible for ensuring that all code enforcement case files are completed in a timely manner and with proper follow through for all commenced violations.

ESSENTIAL JOB FUNCTIONS

- Patrols the city to look for code violations
- Fields code enforcement related complaints by responding to telephone, internet, email, or facsimile from citizens, builders, property owners, utilities, public officials, and property managers
- Conducts initial surveys of buildings, structures, and land to determine if they are substandard and/or in violation of city codes and ordinances
- Inspects existing structures for violations of safety and sanitation regulations
- Maintains computer files (Excel Document) on a daily basis of inspections, re-inspections, and the violation for which the property owner is cited. Only maintains photographs, property cards, consultation notes and other paper reports if needed for a special investigation or court case.
- Issues code violation notices
- Issues city ordinance citations/Municipal Court
- Prepares and attends Municipal Court and testifies as required
- Attends city workshop/council meetings as required
- Utilizes Police issued body camera from "portal to portal" and in full compliance with GCPD Body Camera Policy signed by each employee.
- Works in a safe manner at all times. Reports unsafe activity and conditions to the appropriate city department and/or emergency services

- Participates and attends all city sponsored training as required
- Maintains Professional Certifications and ensures required training hours are met

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED). One (1) year of experience in code compliance and/or G.A.C.E Level I or ICC Code Enforcement Certification or Georgia P.O.S.T. law enforcement certification. with the requirement to begin G.A.C.E. Code Certification Level I in one (1) year.

Special Qualifications:

Must possess a valid Georgia Driver's license. Must possess or be able to complete a minimum of 15 hours of the curriculum required for the Georgia Association of Code Enforcement (GACE) Certification as a Code Enforcement Officer, Level I, through the Carl Vinson Institute at UGA and/or Complete the required ICC training for Property/Housing Maintenance Inspector.

Knowledge, Skills and Abilities:

- Knowledge of the policies, procedures, and activities of the Police Department
- Knowledge of terminology used within the unit
- Knowledge of relevant municipal government codes and ordinances
- Knowledge of the geography of the City of Garden City and Chatham County
- Knowledge of theories, principles, and practices of code enforcement
- Skills to compile, organize, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations
- Skills to effectively communicate and interact with supervisors, citizens, public officials, and other staff members
- Skills to use independent judgement in routine and non-routine situations
- Ability to understand and successfully utilize computer applications, body cameras, smart phones, iPad, lap top computers and techniques as necessary in the completion of daily assignments
- Skills to plan, organize, and prioritize daily assignments and work activities
- Skills to effectively communicate by both oral and written means
- Ability to maintain city standards of conduct
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner
- Ability to report on time for work and perform the duties of the position as required
- Ability to maintain a neat, clean, and acceptable personal appearance
- Ability to establish and maintain effective working relationship with supervisors, coworkers, and the public
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive

PHYSICAL DEMANDS

The work is light work, which includes exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, and poles and the like, and using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending legs and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at the knee to come to a rest on the knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul, or tug object in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- **Reaching:** Extending hands(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending the spine at the waist.
- **Talking 1:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Talking 2:** Shouting in order to be heard above ambient noise level.
- **Visual Acuity 1:** Have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and /or extensive reading.
- **Visual Acuity 2:** Including color, depth perception, and field vision.
- **Visual Acuity 3:** Visual acuity to determine the accuracy, neatness, and thoroughness of

the work assigned or to make general observations of facilities or structures.

- Visual Acuity 4: Have the visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as visual inspection involving small defects, small parts, operation of machine; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is typically performed in a vehicle or outdoors and sometimes in an office setting. The work occasionally requires exposure to hot, cold, or inclement weather such as rain; to a noisy environment; to life-threatening situations; and to contagious and infectious diseases. The work occasionally requires the use of protective devices (such as bulletproof vests).

Employee Signature and Date Received