

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 19-02 **Post Dates:** 7/12/18 – 7/25/18
(Applications accepted until filled)

Classification Title: Code Compliance Specialist

Salary Range: \$38,800 - \$54,100

Location: Community Development Department

Term of Appointment: Regular/Full-time

Probationary Period: 12 months

GENERAL NATURE OF WORK:

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

EXAMPLES OF TASKS:

Incumbents may perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance, housing, building codes, health and safety, blight, graffiti, and other matters of public concern.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative citations and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Perform related duties as required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

EDUCATION AND EXPERIENCE: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: Specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field such as International Code Council (ICC) or Georgia Association of Code Enforcement (GACE) Code Enforcement Certification or training and P.O.S.T. certification.

Experience: One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

License or Certificate: Possession of an appropriate, valid driver's license; successful completion of P.O.S.T. course within two years of hire; possession of or ability to obtain within one year of appointment certification as a Code Enforcement Officer issued by the ICC or GACE.

This position requires pre-employment, post accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**

Salary Range updated 7/19/18