



| | | | |
|-----------------------------|---------------------------------|------------------------|--------------------|
| Job Title: | Code Enforcement Officer | Department/Loc: | |
| FLSA Classification: | Non-Exempt | Date Drafted: | April, 2019 |
| Reports To: | | | |

Position Summary

The Code Enforcement Officer will be responsible for performing a variety of activities to facilitate compliance with the City’s Zoning and General Codes of Ordinances, including activities involving business licensing, permitting, zoning matters, community outreach, community development and other administrative functions.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Receives and responds to public inquiries, requests for assistance and complaints regarding the City’s zoning ordinance and related activities. Conducts residential inspections at the request of the Building Official
- Enforces the zoning ordinance; explains, interprets, and provides guidance regarding business license tax laws and regulations to the public as required
- Conducts tree inspection and approves or denies permits for tree removal
- Maintains logs and inspection reports.
- Prepares a variety of studies, reports and related information for decision-making purposes
- Serves as a City representative in court when zoning tickets have been issued and are being adjudicated
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures
- Enforces and promotes compliance with all provisions of the zoning ordinance, including signage, front-yard parking, over-occupancy, illegal dwelling units, etc.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; recommends any actions necessary to correct deviations or violations
- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, attending meetings, etc.
- Attends training, conferences, seminars, meetings, etc., to enhance job knowledge and skills and maintain certifications
- Serves as the facility ADA coordinator for the City
- Participates in safety training, makes suggestions as necessary; serves on inspection teams when appropriate
- Works according to good safety practices as posted, instructed, and/or discussed
- Follows safety rules and regulations and uses personal protective equipment
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness

Position Responsibilities- Non-Essential/Other

- Serves as a member of various staff committees as assigned
- Other duties as assigned

Essential Skills and Experience

- Requires High School Diploma or GED. Associates degree or vocational technical degree preferred.
- Minimum of one (1) year of full-time experience performing investigative work which included enforcing established laws, codes, or regulations such as building, fire, health, land use/zoning, penal or vehicle codes; OR an equivalent combination of training and experience
- Skill in the operation of the listed tools and equipment:
 - a. Personal computer, including word processing
 - b. Motor vehicle
 - c. Calculator
 - d. Phone
 - e. Standard office Equipment
 - f. Measurement tools and other related equipment
- Ability to: communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; establish effective working relationships; quickly comprehend the process of business licensing and permitting
- Ability to develop effective interpersonal relationships with a variety of people

Beneficial Skills and Experience

- Knowledge and experience with South Carolina Zoning Laws
- Knowledge and experience in business licensing

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |



Definitions

- **N/A** Not Applicable Activity is not applicable to this occupation
- **O** Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F** Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

This job often requires the individual to be outside. May deal with heat, cold, rain, humidity, etc.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

| | | |
|---------------------|--------------------|-------------|
| Print Employee Name | Employee Signature | Date Signed |
|---------------------|--------------------|-------------|

| | | |
|-------------------------------|------------------------------|-------------|
| Print Manager/Supervisor Name | Manager/Supervisor Signature | Date Signed |
|-------------------------------|------------------------------|-------------|