Code:

FLSA: Non-Exempt

**CITY OF DAHLONEGA, GEORGIA**

**CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: Code Compliance Officer**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to enforce City alcoholic beverage, vehicle for hire, horse-drawn carriage, soil and erosion, and other codes and ordinances, including investigation of complaints and violations, issuing citations, permits, and licenses, and inspection and regulatory procedures to ensure adherence to local, state, and federal codes, ordinances, and regulations.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

The employee will use tact and discretion in code enforcement of ordinances primarily dealing with zoning, land development activities, business occupation tax certificate compliance, alcohol beverages ordinances, parking enforcement, the Property Maintenance Code, sanitation, tampering with public utilities; regulated special uses, such as taxis, horse-drawn carriages, signage, and short-term rentals; and other quality of life matters (noise, glare, odor, animals, graffiti, vandalism, litter, illegal dumping, abandoned vehicles, etc.). Work includes investigation of complaints and alleged violations, issuance of citations, inspection, and regulatory procedures to gain compliance and ensure adherence to local, state, and federal codes, ordinances, and regulations.

Patrols the City to inspect for potential code violations; identifies code violations and initiates any actions necessary to correct deviations or violations; collects, evaluates, records, and preserves evidence; interviews witnesses and gathers information; takes and files photographs to document violations; prepares evidence for court cases; testifies in court as needed.

Responds to complaints of City code violations and investigates possible infractions, including codes relating to alcoholic beverages, vehicle for hire, horse-drawn carriage, signage, soil and erosion, zoning, or other issues; conducts site visits to determine the validity of complaints or to enforce codes.

Determines compliance or non-compliance with codes; meets with property and business owners to discuss violations; issues code compliance notices and official correction notices to inform violators of discrepancies and compliance deadlines; issues citations/summonses to violators; serve citations via certified mail or in person, and performs follow-up site inspections as needed.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies, and procedures; provides information and technical assistance concerning code requirements; discusses problem areas with business and property owners; makes suggestions and recommends solutions to problems; responds to questions or complaints concerning codes or code violations; conducts research associated with code enforcement activities, as needed.

Maintains records of enforcement, permitting, and licensing activities in compliance with local, state, and federal regulations; enters data into computer system; prepares and sets up files, sorts/organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents, conducts records maintenance activities in compliance with guidelines governing record retention.

Prepares or completes various forms, reports, correspondence, complaint investigation forms, violation notices, and citations, stop work orders, court reports, or other documents.

Prepares reports on operations and activities.

Maintain contact with citizens regarding potential code enforcement problems and preserve good relationships with the public; take an active role in areas of public education relative to code compliance.

Schedules and performs follow-up inspections to gain compliance, including preparing correspondence, conducting new inspections, and coordinating meetings, discussions, and negotiations.

Document ordinance and law violations by collecting evidence, preparing case files, and using investigative and documentation equipment.

Review business license records, development/building permits, court records, case law & other materials to research violations.

Attend meetings and serve as a resource to other city departments, divisions, and the general public. Interprets and explains municipal codes and ordinances.

Reports to the Chief of Police.

**ADDITIONAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by three (3) years of experience in code enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Age requirement is 21 years of age. Citizen of the United States. Possess a current valid Georgia driver's license.

**PREFERRED SKILLS/ABILITIES CERTIFICATIONS**

High school diploma or GED; supplemented by three (3) year of experience in code or law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess, and maintain, a valid Georgia driver’s license. Must possess or be able to obtain the Georgia Association of Code Enforcement (GACE) Certification as a Code Enforcement Officer. Must possess or be able to obtain the International Code Council (ICC) Property Maintenance and Housing Inspector Certification. Must possess or be able to obtain the Georgia State Soil and Water Conservation Commission- Level 1B Certification in Soil Erosion and Sedimentation Control (SESC). Certifications listed above are anticipated to be earned at a rate of no less than one per year.

**PERFORMANCE APTITUDES**

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and for influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery. Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE**

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, animal/wildlife attacks, animal/human bites, firearms, water hazards, violence, or rude/irate customers.

*The City of Dahlonega, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

I understand the position description for my job and what is expected of me. I understand that this is what I will be evaluated on. Further, I am able to meet the working conditions and physical requirements as stated for the position that I hold or will hold.

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 Employee Signature Date