

Code Enforcement Officer

JOB TITLE: CODE ENFORCEMENT OFFICER

BUILDING AND CODES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, administers and enforces adopted International Property Maintenance Code and related ordinances as required. Reports to the Building Official.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Under the direction of the Building Official administers the City of Easley's enforcement of the International Property Maintenance Code.

Performs inspections on residential and commercial buildings and grounds to enforce the International Property Maintenance Code and related codes, and notifies the Finance Department to confirm that rental agents are licensed. Identifies potential building code violations to be reported to the Building Official.

Investigates, collects, and analyzes evidence of specific property maintenance code, ordinance, and occupancy violations.

Consults with residents, renters, property owners, property managers, contractors, citizens, businesses, civic groups, and commissions to provide technical advice and direction for compliance with International Property Maintenance Codes and municipal codes.

Responds to complaints of code violations and maintains a pro-active code enforcement program by traveling throughout the entire city to review all commercial and residential properties for various code infractions.

Counsels the public who are found in violation of the laws; reinvestigates ordinance violations before turning cases over for prosecution; testifies before the courts as necessary.

Performs administrative and public relations work desired to ensure compliance with building, nuisance, and International Property Maintenance Codes and meets with residents, property managers and property owners to explain the provisions of the codes.

Responds to telephone inquiries from citizens, builders, owners, utilities, public officials, and property managers related to code interpretations and enforcement.

Maintains files of inspections, re-inspections, consultations, phone conversations, inspection notes, and other required reports; compiles status reports on specific assignments as requested.

Prepares detailed records and reports of all inspections conducted and enforcement activities.

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Maintains daily log and inspection reports in filing and computer system to ensure adequate documentation is maintained, follow-up inspections performed, and remedial actions are taken.

Issues summons and appears in court representing the City in the prosecution of violations of municipal codes and ordinances.

Assists the Building Official with the development and preparation of new ordinances and codes revisions for the city.

Provides information to the Building Official for various city boards and commissions as required.

Operates a vehicle and a variety of equipment such as a computer, radio, telephone, camera, electrical testing equipment, tablet, etc.

Uses a variety of tools such as smart phone, tablet, ticket book, guidebooks, measuring instruments, public records, codebooks, smoke detector testers, etc.

Interacts and communicates with various groups and individuals, co-workers, other City department heads and employees, contractors, architects, engineers, consultants, and the public.

ADDITIONAL JOB FUNCTIONS

Performs necessary inspections and approvals as allowed.

Fills in for other positions within the department. Cross trains with the Permit Clerk to ensure continuity of operations.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent. Experience in code, law, or regulation enforcement preferred but not required. Must have or be able to obtain by the time of hire a valid South Carolina driver's license. The preferred candidate will have or obtain the Property Maintenance and Housing Inspector certification within 6 months of hire and Residential Building Inspector within 18 months of hire.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment including office equipment, test instruments, hand tools, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are more than those for sedentary work; must be able to remain on feet for extended periods of time

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and reach, handle, stoop, kneel, crouch, crawl, push, pull and lift / carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, codes, ordinances, laws, etc. Requires the ability to enter data into computer and prepare technical reports, permits, records, correspondence, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to put concepts into laymen's terms. The ability to speak Spanish is preferred but not required.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions. Must have the ability to pass the required certification examinations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional terminology including construction, electrical, mechanical, plumbing, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals, to determine time and weight. Must be able to use practical applications of measurements, fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to danger or risk to a moderate degree, or to tension as a regular, consistent part of the job. Must conduct themselves in a civil manner when dealing with others and serve in a way that reflects favorably on the city. Must have the ability to deescalate tense situations.

Physical Communication: Requires the ability to talk and hear: (talking, expressing, or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies and procedures of the Building and Codes Department as they pertain to the performance of duties of the Code Enforcement Officer. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of building, local government, and International Property Maintenance codes. Has thorough knowledge of inspection techniques. Has thorough knowledge of life safety and building codes with the ability to review and work with plans and specifications to detect infractions in workmanship and/or materials and to evaluate the quality-of-life safety and building construction requirements. Has thorough knowledge of applicable Federal, State, and local laws, statutes, codes, and ordinances. Has thorough knowledge of the methods, practices, materials, codes, and laws used in building construction including carpentry, electrical, mechanical, and plumbing. Is skilled in the operation of the required tools and equipment. Can follow verbal and written instructions. Can communicate effectively orally and in writing. Can establish effective working relationships with employees, other agencies, and the public. Can meet special requirements. Can comprehend, interpret, and apply regulations, procedures, and related information. Has knowledge of the computer and other technical terminology used within the department. Can read and interpret a variety of materials pertaining to the responsibilities of the job. Can analyze problems that arise in areas of supervision and prepare accurate, comprehensive, clear, and concise reports and recommendations. Can establish effective record-keeping systems; is able to maintain records accurately and with confidentiality as required. Can take the initiative to complete the duties of the position without the need for direct supervision. Can use independent judgment in performing routine and non-routine tasks. Can plan, organize, and prioritize daily assignments and work activities. Has good organizational, technical, and human relations skills. Can learn and utilize new skills and information to improve job performance and efficiency. Can communicate effectively with a variety of public and private groups as prescribed. Can make minor repairs and adjustments to equipment. Has knowledge of the occupational hazards and

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safety precautions of the industry. Can work under stressful conditions as required. Has knowledge of how to react calmly and quickly in emergency situations. Can work in uncomfortable environmental conditions, including exposure to extreme heat and cold, wetness, humidity, noise, dust/pollen/smoke, electrical currents, machinery hazards, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high-quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work within deadlines in accordance with directives, policy, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to supervisor regarding vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors, and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests,

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suggestions, and complaints to establish and maintain goodwill. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.