

Job Title: Code Enforcement Officer I
Department: Planning and Development Department
Reports To: Planning and Development Director
FLSA Status: Non-Exempt

Job Summary

The Code Enforcement Officer I is a full time, non-exempt hourly position in the Planning and Development Department. This is the first tier in the code enforcement series of positions. Primary role is to investigate and enforce city ordinances and regulations. Prepares reports for municipal court and works directly with the public to protect and enhance the quality of life in the City of Sugar Hill.

Typical Duties

Each position in this classification may not include all the duties listed below nor do the examples cover all duties that may be performed.

- Performs independent field investigations to determine compliance with city codes and regulations.
- Issues notices and citations as required.
- Documents findings and prepares written reports.
- Maintains efficient and complete routine records.
- Responds to citizen inquiries and complaints regarding potential code violations.
- Maintains working knowledge and compliance of current laws, codes, and regulations.
- Prepares cases and testifies in municipal court proceedings regarding violations of the city codes and regulations.
- Removes illegal signs in public right of way.

Knowledge, Skills, and Abilities

- Knowledge of basic zoning and land use regulatory framework.
- Knowledge of customer service principles.
- Knowledge of local geography.
- Skill in applying customer service best practices.
- Skill in independent problem solving.
- Skill in basic report preparation and computer operation.
- Ability to learn and apply applicable laws, rules, and regulations.
- Ability to establish and foster collaborative working relationships with others.
- Ability to understand and utilize land use maps, zoning maps, and plats.
- Ability to read and interpret plans and compare against conditions in the field.
- Ability to differentiate colors.
- Ability to communicate verbally and in written form in a confident and courteous manner with coworkers and a public having diverse cultural backgrounds.
- Ability to work independently or in a team environment while handling multiple priorities, organizing workload, and meeting strict deadlines to achieve common goals.

- Ability to maintain professional objectivity and emotional composure while using independent judgement.
- Ability to communicate tactfully and impartially with public under adverse conditions.
- Ability to comprehend and carry out city and department policies.
- Ability to operate city vehicles and maintain a clean and tidy workspace in the office and in the field.
- Ability to operate a variety of testing and standard office equipment.

Supervisory Controls

This position does not supervise any employees but will be expected to work in cooperation with all public, city staff, consultants and customers representing the regulatory and public interest of the city.

Work Environment

While performing the duties of this position, the employee primarily works outdoors and may be exposed to moderate temperature extremes; wet, humid conditions; dust; animals; and disruptive people. Is regularly required to speak, listen, bend, stoop, reach, carry, climb, and lift as necessary, walk on level ground and potentially unstable development sites as well as attend evening and possible weekend meetings to perform assigned duties.

Minimum Qualifications

- High school diploma or G.E.D; and
- At least one (1) year of experience in construction, code enforcement, inspections, or customer service.

Or

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licenses and Certifications

In order to perform the duties of this position, the employee must possess the following licenses and certifications:

- Valid Georgia driver's license.
- Must be able to obtain Georgia Soil & Water Conservation Commission (GSWCC) Level 1B certification within six (6) months of hire.