



City of Alpharetta EMPLOYMENT OPPORTUNITY

Position Title: **Code Enforcement Officer**
Department: **Community Development**
Division: **Code Enforcement**
Salary: **Depends on Qualifications**

GRADE: **D**
FLSA: **Non-Exempt**

JOB SUMMARY:

Under general direction of the Code Enforcement Manager, performs a variety of technical duties in support of the City's code enforcement programs; monitors and enforces a variety of applicable ordinances, codes, and regulations related to land use matters, building, housing, health and safety, property maintenance, abandoned vehicle abatement, and similar matters of public concern.

Overview of Duties, Responsibilities and Position Requirements

- Performs a variety of field and office work in support of the City's code enforcement program; enforces compliance with applicable ordinances, codes, and regulations including those pertaining to land use matters, building, housing, health and safety, property maintenance, and similar matters of public concern.
- Receives and responds to citizen complaints and reports from other agencies and departments on violations of City zoning and related municipal codes and ordinances as well as State regulations; conducts investigations; interviews complainant and witnesses; inspects residential, commercial, and industrial properties for code violations; attempts to make contact with property owners or tenants in order to resolve violations and effectively work toward compliance; issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; prepares requests for legal action.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; establishes and maintains a case management system.
- Prepares and provides documentation and evidence in support of legal actions taken by the City; appears in court as necessary; testifies at hearings and in court proceedings as required.
- Investigates violations and initiates procedures to abate violations and obtain compliance including issuing notices of violations, citations, Code Enforcement Board summons and other correspondence specifying necessary corrective action, compliance, and compliance dates.
- Facilitates the functions of the Code Enforcement Board and acts as the City's Board representative, prepares cases and public presentations of information, and represents the City on appeal cases.
- Serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.
- Proactively patrols assigned area to identify and evaluate problem areas and/or ordinance violations; conducts property inspections; determines proper method to resolve violations.
- Issues stop work notices for construction or alterations being performed without proper permits; assists all parties involved in achieving compliance.
- Attends meetings and serves as a resource to other City departments, divisions, the general public, community groups, and outside agencies related to code enforcement; works cooperatively with other departments regarding code enforcement issues; works cooperatively with local, state, and federal agencies including social services agencies to provide resources and enforcement to the community; interprets and explains municipal codes and ordinances to members of the general public, contractors,

- business owners, and other interested groups in the field, over the counter, and on the telephone.
- Operates computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; researches complaints.
 - Attends Design Review Board meetings, as needed.
 - Performs other duties as assigned, such as the issuance of sign permits and business licenses.

Knowledge of:

- Pertinent codes, ordinances, laws, and regulations related to assigned duties.
- Procedures involved in the enforcement of codes and regulations including research methods and techniques.
- Principles and practices of conducting and documenting field investigations.
- Municipal zoning and land use principles.
- City services and organizational structure as they relate to code compliance.
- Legal actions applicable to code enforcement compliance.
- Principles and practices of customer service and public relations.
- Principles and procedures of record keeping and filing.
- Methods and techniques used in the preparation of business correspondence and technical reports.
- Operating characteristics of communication devices including portable radios and wireless phones.
- Occupational hazards and standard safety practices including personal safety practices when in confrontational encounters with the public.
- Geographic features and locations within the area served.
- Effective communication techniques required for gathering, evaluating, and transmitting information.
- English usage, spelling, grammar and punctuation.
- Basic mathematical principles for reading maps, measuring, and other computations necessary to identify violations.
- Proficiency with personal computers and Microsoft Office.

Ability to:

- Independently perform a full range of municipal code enforcement and compliance duties.
- Read, understand, interpret, apply, and explain applicable codes, ordinances, regulations, policies, and procedures related to assigned area.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a timely and tactful manner.
- Work in potentially confrontational settings and use accepted and appropriate techniques to ensure officer safety.
- Defuse and react appropriately to potentially dangerous and confrontational encounters with the public.
- Represent the City in a professional manner and deal effectively with the public to gain their cooperation in resolving problems and concerns.
- Research, compile, and collect data.
- Prepare accurate and detailed documentation of investigation findings.
- Prepare and maintain a variety of correspondence, logs, records, and files.
- Prepare clear and concise technical reports.
- Read and interpret legal documents and descriptions.
- Read maps.
- Make oral presentations and testify in court.
- Work independently in the absence of supervision.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Operate and use modern office equipment including a computer and various software packages.
- Operate communication devices including portable radios and wireless phones.
- Type and enter data accurately at a speed necessary for successful job performance.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Any combination of education and experience sufficient to successfully perform the essential functions of the job qualifies.

- High School diploma or GED equivalency.
- Three years' experience in code enforcement, zoning enforcement, building inspection, or customer service related field.
- Possession of Georgia Association of Code Enforcement (GACE) certificate is desirable.
- Must be willing to work varying hours, including weekends.
- Possession of a valid Georgia Class C driver's license.

FILING DEADLINE:

Please submit: (1) a cover letter of interest, (2) resume, and (3) the employment application, www.alpharetta.ga.us. All documents may be submitted electronically by e-mail to kbott@alpharetta.ga.us or fax to 678-297-6041. If you are mailing your submission, send all documents to Kathy Bott, Human Resources Manager, City of Alpharetta, 2 Park Plaza, Alpharetta, GA 30009. Completed application packages will be accepted until the position is filled.

POSTED: May 9, 2019

Equal Opportunity Employer