

**City of Centerville
Job Description**

Job Title: Code Enforcement Officer
FLSA Class: Non-Exempt/Hourly
Reports to: Chief of Police
Date Created: 03/2014

Department: Public Safety/Police
Pay Scale: Public Safety
Grade/Step: 11/4

POSITION SUMMARY:

This is a police department position involving work that includes, but is not limited to, enforcing City Ordinances, serving warrants, serving as a Municipal Court Baliff and backing up patrol officers on duty as needed. Work is performed in accordance with established policies and procedures. The incumbent will have considerable latitude in the exercise of individual initiative in the performance of duties and responsibilities and will work closely with the City Attorney as required to bring cases to an acceptable resolution both in and out of Municipal Court. Duties are performed under the supervision of the Chief of Police, who shall judge past performance based upon observances of results achieved, written reports and/or conferences.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The following duties are **representative** of the work required for this job. **These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Inspects businesses to assure proper licenses and payment of license fees as well as for compliance with all applicable local, state and federal laws.
- Performs consistent, comprehensive patrol of entire jurisdiction to ensure compliance with city ordinances.
- Initiates legal action as necessary to enforce compliance with city ordinances including but not limited to issuance of citations; preparing case files and testifying in court (will work closely with City Attorney in the prosecution of code enforcement cases in Municipal Court.)
- Serves warrants, fi fas, subpoenas and other documents as assigned. Maintains records of the same.
- Assists City Clerk's office with collection of past due business licenses and other monies due the City.
- Acts as bailiff in Municipal Court as assigned.
- **Backing up patrol officers on duty as needed.**
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in dealing with problems concerning public relations and the ability to foster public confidence and interest in the workings of the City.
- Ability and willingness to effectively speak before public groups on topics related to the duties of the Code Enforcement Officer.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare clear and comprehensive reports, letters and other written communication.
- Knowledge of the geography of the City of Centerville, including roads, streets, subdivisions and zoning.
- Knowledge of planning and zoning principles, techniques and practices.
- Knowledge of city policies and procedures.
- Skill in oral, written and non-verbal communication
- Knowledge of relevant federal and state laws, city ordinances, and departmental policies and procedures.
- Skill in operating general office equipment, including a calculator, copier, fax, computer, and various computer programs (Microsoft Word, Excel, etc).
- Skill in oral and written communication.

MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Code Enforcement/Patrol Officer shall possess at least a level of competency commonly associated with the completion of a high school diploma or its equivalent. The Code Enforcement/Patrol Officer position must possess and maintain P.O.S.T. certification. The Code Enforcement/Patrol Officer must, at all times, maintain a valid driver's license.

SUPERVISORY CONTROLS and/or RESPONSIBILITIES

The Code Enforcement/Patrol Officer has no supervisory responsibilities. The Chief of Police assigns work in terms of departmental goals and objectives. The work is reviewed for general compliance with stated policies and procedures. The City Attorney may direct the work of the Code Enforcement /Patrol Officer related to the preparation and prosecution of cases in Municipal Court.

TRAVEL

The Code Enforcement/Patrol Officer is required to continuously travel throughout the city limits to inspect businesses, to observe properties for code compliance, for the serving of warrants and the issuance of other documents as may be assigned. The Code Enforcement/Patrol Officer may be required to periodically travel to meetings held throughout the state of Georgia. The Code Enforcement/Patrol Officer is sometimes required to attend meetings that occur during the evenings (after working hours) and/or during the early morning (prior to working hours). Occasional overnight trips may be required.

GUIDELINES

The Code Enforcement/Patrol Officer utilizes regulations and data set forth in accordance with City of Centerville Ordinances, City of Centerville Personnel Policies and Procedures, applicable local, state and federal laws and regulations and other requirements set forth by state and federal government entities.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

The incumbent is required to possess the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. The incumbent is required to possess the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. This requires the ability to speak with and before others with poise, voice control, and confidence using proper grammar.

MATHEMATICAL SKILLS:

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

COMMUNICATION SKILLS:

The Code Enforcement/Patrol Officer must be able to communicate effectively in both oral and written form, in a professional manner, in order to give or exchange information, resolve problems, provide service and direct the efforts of others. Contacts are generally made with citizens and local business owners, city employees, judges, attorneys, suspected offenders and members of the public at large.

REASONING ABILITY:

The Code Enforcement/Patrol Officer must have the ability to apply common sense and to exercise good judgment as well as the ability to understand and carry out instructions furnished in written, oral or tabular form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to drive a police patrol vehicle, to sit, use a computer, talk, and listen. The employee is frequently required to walk and is occasionally required to run or climb. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and far vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The typical work environment is driving a police patrol vehicle with much time spent outside and minimal time spent in an office or courtroom setting with noise levels usually being low to moderate.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____