



<b>Job Title:</b> Code Enforcement Officer
<b>Department:</b> Planning, Development and Codes
<b>Grade:</b> Position#:7410-006 <b>Hiring Range:</b> \$13.63 - \$21.13/hr
<b>Apply at:</b> Human Resources Department, City Hall, 601 Gloucester St., (2 <sup>nd</sup> Floor) Brunswick, GA 31520 or online at <a href="http://brunswickga.org/jobs.html">http://brunswickga.org/jobs.html</a> , an Equal Opportunity Employer.
<b>Position Open until:</b> Until Filled

### **Job Summary**

This specialized position enforces the city ordinances primarily affecting zoning and business functions and activities through the use of community oriented policing and problem oriented policing techniques.

Work involves serving the citizens and representatives of the city. Work normally consists of conducting inspections, investigations, issuing citations, and follow-up that may result in municipal court cases. Work will be performed from a marked car, on foot, or in an office. Assignments are generally reviewed by the supervisor through reports and discussion. The Code Enforcement Officer works under the supervision of the Planning, Development & Codes Director with liaison to the Office of Internal Affairs and the City Marshal.

### **Essential Functions of the Job**

The following duties and associated tasks are performed by an employee in this position. No attempt is made to be exhaustive in the following list.

1. Checks businesses for proper licenses and permits, littering, abandoned vehicles, taxi violations, and other duties as directed by supervisor.
2. Cites persons responsible for abandoned vehicles and/or causes them to be removed from the public right of way in the city.
3. Investigates littering and dumping violations and cites violators when found. Prosecutes and/or testifies in court, as necessary.
4. Monitors the city docks to ensure compliance with ordinances.
5. Assists the Municipal Court clerk in holding sessions of Municipal Court.
6. Monitors the Brunswick Farmers' Market when in operation.
7. Maintains records, prepares reports, and performs other clerical and administrative duties.
8. Operates general office equipment.

### **Other Tasks and Responsibilities**

Performs other related duties as assigned, in support of customer needs and organizational objectives

### **Knowledge, Skills, Abilities, and Other Characteristics:**

1. Knowledge of the rules and regulations of the City Ordinance, Police Department, and applicable codes to be enforced.
2. Knowledge of the geography of the municipality.
3. Ability to enforce codes and ordinances consistently and impartially.
4. Ability to communicate effectively, both orally and in writing, with a wide variety of people from varied backgrounds.

Human Resources Manager

5. Ability to set goals and objectives. Ability to organize, schedule, and prioritize work effectively such that goals and objectives are met.
6. Ability to manage multiple tasks and be flexible in changing priorities. Ability to manage time such that deadlines are met.
7. Ability to understand and execute oral and written instructions and to write clear and comprehensive reports;
8. Physical and mental ability to perform the essential functions of the job including standing, walking on uneven surfaces, bending, kneeling, and stooping, in order to access and evaluate conditions.
9. Ability gather data, analyze and compare data, and to compile information in order to effectively report on conditions and recommend problem resolution.
10. Ability to work without close supervision and to allocate resources such that work is completed within required time frames.
11. Willingness and ability to perform other duties as assigned, in support of customer needs and organizational objectives.

**Minimum Requirements (Education, Experience, Training, Certifications/Licenses)**

Possession of valid Georgia Driver's License and safe driving record and be at least 21 years of age. High school diploma or equivalent. Demonstrated effective interpersonal skills. Pre-employment drug screening and physical examination required. Motor vehicle Records History and Criminal Background Check. Certification by Georgia Association of Code Enforcement preferred.

Within 6 months of employment, gain certification by Georgia Association of Code Enforcement as required or needed.