



City of Brunswick Career Opportunity

Job Title: Code Enforcement – Deputy City Marshall
Department/Div: Police Department
Reports to: Captain - Support Services
#/Titles Supervised: none

FLSA: Non-Exempt
EEO-4 Code: PARA PROF
Date: 6/29/2020

CODE ENFORCEMENT – DEPUTY CITY MARSHALL

JOB SUMMARY

Under general supervision, independently performs a full range of duties to enforce and ensure compliance with the City's local ordinances

ESSENTIAL DUTIES

- Inspects businesses to ensure that they are operating with current and appropriate licenses and that licenses are properly displayed.
- Interprets business license ordinances and explains payment requirements to business owners
- Prepares written reports detailing the findings of business license compliance investigations
- Appears in public meetings and in court proceedings regarding businesses' failure to comply with the City's business license ordinances
- Acts as a lead worker on large-scale and special business license compliance investigations, as required.
- Conducts investigations to ensure compliance with alcoholic beverage license requirements.
- Processes and reviews special event permit requests.
- Conducts wrecker service inspections to ensure compliance.
- Provides escorts for bank deposits.
- Assists with security measures at City Hall.
- Assists in managing department records.
- Assists with city tax auctions.
- Performs other assigned duties.

Education, Training, and Experience

1. Knowledge of civil and criminal processes.
2. Knowledge of departmental and city policies and procedures and federal, state, and local guidelines.

3. Knowledge of city streets and geography.
4. Knowledge of computers and job-related software programs.
5. Knowledge of alcoholic beverage license requirements.
6. Skill in the analysis of problems and the development and implementation of solutions.
7. Skill in the preparation of clear and precise reports.
8. Skill in oral and written communication.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

GUIDELINES

Guidelines include the city codes and ordinances, state and federal law, and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related compliance and enforcement duties regarding adherence to the City's local ordinances. Strict regulations combined with the unique circumstances of each case in question contribute to the complexity of the position.

CONTACTS

- Contacts are typically with co-workers, other city employees, representatives of other law enforcement agencies, county personnel, representatives of state agencies, business owners, bank staff, court personnel, property owners, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- **High school diploma or equivalent required.**
- **More than one year of related experience.**
- **Possession of or ability a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.**