

CITY OF PERRY, GEORGIA
JOB ANNOUNCEMENT

POSITION OPENING: 22-33 **Post Dates:** June 21 – July 5, 2022

Classification Title: Code Compliance Specialist I

Salary Range: \$43,600 - \$66,300

Location: Department of Community Development

Term of Appointment: Regular full-time

Probationary Period: 12 months

JOB SUMMARY:

The Code Compliance Specialist performs a variety of technical duties in support of the City’s local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti and other matters of public concern; and serves as a resource and provides information on City regulations to property owners residents, businesses, the general public and other City departments and divisions.

ESSENTIAL TASKS:

- Performs office duties in support of the code enforcement program; creates written reports, memos and correspondence related to enforcement activities
- Patrols assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determines proper method to resolve violations.
- Responds to citizens’ complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes, and ordinances; interview complainant and witnesses; conducts investigations and provide recommendations for resolution.
- 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.
- Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business to resolve violation/issue and post warning notices, notices of violation, corrective notices, and related documentation for code violation, including scheduling follow up functions to gain compliance.
- Issues citations and notices of violation as necessary.
- Represents the City in Municipal Court and other courts as may be necessary.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED FOR POSITION:

- Has knowledge of the operations, services, and activities of a municipal compliance program.
- Has knowledge and understanding of municipal codes, ordinance, property maintenance codes, and other laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to interpret such codes.
- Has the ability to coordinate with other departments and agencies to support code enforcement efforts.
- Has interpersonal skills necessary to act professionally at all times and to maintain effective professional relationships.

- Has the ability to stay calm in difficult situations and the ability to deescalate a tense situation.

SUPERVISION RECEIVED AND/OR EXERCISED:

No supervisory duties. Position will report to Chief Building Official or Senior Code Compliance Specialist.

PHYSICAL DEMANDS:

Class E criteria job demand. Must be able to climb ladders and move independently around construction sites.

WORK ENVIRONMENT:

Work is equally split between an office environment and outdoors in all types of weather.

MINIMUM QUALIFICATIONS:

- One year of work experience involving a high level of public contact, including some experience with dealing with the public in an enforcement, inspection, investigations, or customer service capacity.
- Possession of or ability to obtain within 18 months of appointment certification as a code enforcement officer issued by the ICC or GACE.
- Must possess a valid Georgia driver's license.

This position requires pre-employment, post accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**