

LEE COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CODE ENFORCEMENT OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to the enforcement of codes to ensure the health and safety of the general public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Enforces all county codes, ordinances, laws and regulations. Those particularly as they apply to nuisances, the reduction of blight and the promotion of health, safety and welfare of the community.

Enforce compliance with relative codes and ordinances for Lee County.

Conducts field inspections and follow-up investigations.

Issues warrants, summons, violation notices and contacts violators.

Makes cases as necessary; appears in court when required to present evidence or testimony pertaining to violations of State Law and/or County ordinances.

Operates a computer to prepare a variety of reports, forms, memos, notices, correspondence and related documents; files, records, and/or submits to appropriate department or individual.

Consults with supervisors, business owner, inspectors, contractors, property owners, and other agency officials as needed to review departmental operations, discuss problems, coordinate activities, provide technical expertise, and receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws, codes, and ordinances; reads professional literature.

Responds to and acts upon citizen complaints and requests for inspection.

Operates County vehicle in the performance of duties.

ADDITIONAL FUNCTIONS

Answers the telephone, provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns call as necessary.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; three years of progressively responsible experience in law enforcement or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must be at least 21-years of age. Must be a U.S. Citizen. Must be Georgia Peace Officer Standards and Training (Post) certified as a law enforcement officer.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Physical Ability: Tasks involve the ability to exert moderate physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.