



CITY OF WALHALLA POSITION DESCRIPTION
CODE ENFORCEMENT OFFICER
(STARTING SALARY RANGE \$45,000 - \$52,000)

GENERAL PURPOSE

Enforce City codes and ordinances, including but not limited to property maintenance code, food truck ordinance, litter and vacant building registry.

SUPERVISION RECEIVED

Direct supervision is received from the Planning Director and City Administrator.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responds to citizen complaints regarding code violations, exercises appropriate judgment in prioritizing calls, investigates and resolves problems, and provides information to the public regarding regulations, including the City's Vacant Building Registry and International Property Maintenance Code (IPMC).

Oversees the Mobile Food Vendor ordinance.

Performs specialized field and administrative duties to ensure compliance with the City's IPMC regulations, junk storage/vehicles, littering/dumping and related codes.

Conducts field assessments regularly to identify and correct potential code violations.

Investigates violations, educates property owners to ensure compliance, and, when necessary, issues citations and follows up on violations until the situation has been properly remedied.

Prepares and collects data and evidence for court proceedings pertaining to violations and testifies in court regarding code violations.

Coordinates inspections with building codes, fire, police, or other agencies, as needed.

Manages the City's Vacant Building Registry.

Recommends condemnation of unsafe structures to the Building Official. Coordinates the demolition of substandard housing in the City.

Works closely with homeowners, businesses and community groups to enhance and preserve the quality

of neighborhoods by providing code enforcement information.

Utilizes various types of equipment and machinery such as motor vehicle, calculator, camera, computer, and various office supplies.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

PERIPHERAL DUTIES

Community outreach and public relations.

Performs general clerical work as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, attending meetings, answering the telephone, etc.

Performs related duties and responsibilities as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Vocational/technical school training and/or two (2) years' experience in code enforcement, construction or related field.

Must possess a South Carolina driver's license.

Must be certified as a Property Maintenance and Housing Inspector or can obtain certification within six (6) months.

Preferred Education, Experience and Credentials:

Bi-lingual preferred.

Associate's Degree preferred.

Necessary Knowledge, Skills and Abilities:

Possess even temperament, good judgement, positive attitude and excellent human relation skills with the

ability to communicate effectively with coworkers, management and the general public.

Ability to exercise sound judgement in making critical decisions.

Ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.

Ability to establish and maintain effective working relationships, communicating in a positive, friendly manner to employees, supervisor, coworkers, customers, public, etc. at all times.

Proficient computer skills with the capacity to promptly learn new computer software programs relevant to the municipality.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Work is performed onsite; must be present at work to perform the essential functions of this job.

TOOLS AND EQUIPMENT USED

Regularly operates motor vehicle; when in the office, operates computer and standard office equipment, such as telephone, copier and fax; operate fire apparatus and equipment, emergency medical equipment, building equipment, and other specialized equipment in the delivery of department services.

PHYSICAL DEMANDS

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.

Minimal physical effort generally required for work performed in the office. Moderate to strenuous physical effort occasionally required in the performance of work at the scene of emergencies which require long periods of time walking and standing. The position involves physically risky functions under emergency conditions. May be required to walk on uneven terrain, push, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Must be physically able to exert up to fifty pounds of force occasionally and frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet in the office setting to moderate in the field.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Walhalla is an equal opportunity employer.