

## Washington County, Georgia

### Code Enforcement Department

#### Code Enforcement Officer

#### **GENERAL NATURE OF WORK**

This position requires an individual to investigate alleged violations of county ordinances and state law reported by the general public and other county departments. Duties and responsibilities include, but are not limited to, enforcing compliance with ordinances related to garbage disposal, logging permits, and open burning. This position will be performing on-site inspections and investigations, issuing citations, and performing additional tasks as assigned. This position reports directly to the Public Works Director.

#### **EXAMPLES OF WORK**

##### **Essential Job Functions:**

- Investigates alleged violations of county ordinances as directed and prioritized by the Public Works Director
- Inspect garbage container sites, logging sites and other sites as needed to ensure proper visibility of Code Enforcement
- Issue Code Enforcement citations as needed
- Maintains files of inspections, consultations, phone conversations, notes and other required reports
- Responds to inquiries from citizens, public officials, and other county departments related to code interpretation and enforcement
- Participates in professional development activity

##### **Additional Job Functions:**

- Operate a motor vehicle to conduct work activities.
- Perform additional duties as required.

#### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Washington County ordinances and state laws
- Knowledge of terminology used within Code Enforcement
- Knowledge of the geography of Washington County
- Knowledge of principles and practices of code enforcement; government and departmental policies, procedures, and methods required in the performance of duties
- Ability to compile, organize, prepare and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations
- Ability to use independent judgment in routine and non-routine matters
- Ability to carry out daily assignments and work activities as directed
- Ability to communicate by both oral and written means

- Ability to lift up to 20 lbs

### **SUPERVISORY RESPONSIBILITY**

- None

### **FISCAL RESPONSIBILITY**

- None

### **WORKING CONDITIONS**

Must be able to use body members to work, move or carry objects or materials. This position requires climbing, standing, walking, feeling, talking, hearing and seeing. Physical demand requirements are at levels of those for medium work.

### **TRAINING AND EXPERIENCE**

- High School Education or equivalent training

### **NECESSARY SPECIAL REQUIREMENTS**

- Valid State Driver's License and acceptable driving record
- Shall meet all requirements of changing state and local laws in regards to qualifications and duties of this position.
- May require additional training additional training and education as condition of continuing employment
- Requires ability to meet the certificate requirements of Georgia Association of Code Enforcement Officers' (GACE) Level 1