

## CODE COMPLIANCE OFFICER

**Department:** Code Enforcement  
**Reports to:** Managing Director of Development Services  
**Hiring Range:** \$14.62 - \$17.02  
**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The City of Athens is currently seeking a Code Compliance who under general supervision, performs a variety of technical duties in support of the City's local code compliance program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, water, waste, 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.

### **QUALIFICATIONS**

#### **Education and Experience:**

High School Diploma or equivalent with specialized training and/or college level coursework in criminal justice, public administration, business administration or related field highly desirable.

#### **Special Qualifications:**

One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Office procedures including report preparation & equipment including computers and supporting word processing and spreadsheet applications Experience that includes the enforcement of municipal codes is highly desirable. Valid Texas driver's license. Possession of, or ability to obtain within one year of appointment, certification as a Code Enforcement Officer issued by the CEAT.

#### **Knowledge, Skills and Abilities:**

Operations, services, and activities of a municipal code compliance program. Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas. Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations. Legal actions applicable to code enforcement compliance. Geographic features and locations within the area served.

### **ESSENTIAL JOB FUNCTIONS**

Duties include but are not limited to the following:

- Perform a variety of field and office work in support of the City's local code compliance program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; including but not limited to:
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at residence or business to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations;
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary;

- Maintain 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; draw diagrams and illustrations and take photographs.
- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Attend meetings and serve as a resource to other City departments, the general public, as well outside agencies in the enforcement of zoning regulations.