

CODE ENFORCEMENT OFFICER

The City of Port Wentworth is currently seeking qualified applicants for the position of CODE ENFORCEMENT OFFICER (Non-Sworn). Qualified applicants must possess knowledge of police administration principles and practices, police accreditation processes, and general law enforcement techniques and procedures.

This is a full-time position with a starting salary of \$39,851.91. The City of Port Wentworth offers a generous benefits package, including 100% medical coverage for employees and families, Georgia Municipal Association pension participation, and life insurance. The selected applicant will be required to submit to a background check.

Please submit resumes to:

**City of Port Wentworth,
ATTN: Director of Human Resources
7224 GA Highway 21
Port Wentworth, GA 31407**

References are required. Resumes will be accepted until the position is filled.

The City of Port Wentworth is an Equal Opportunity Employer.



Code Enforcement Officer

PD

Police

JOB SUMMARY

This position is seeking Code Enforcement Officers to investigate complaints and violations, enforce city codes and ordinances, educate the public about code enforcement through programs and seminars, issue citations, when necessary, abate non-compliant properties and manage animal control throughout the city.

This position will work closely with the Assistant Chief of Police/Director of Professional Standards.

MAJOR DUTIES

- Patrols or inspects all areas of the city to monitor violations of applicable codes.
- Ensures all businesses have up-to-date, accurate business registrations and are zoned properly for current land use.
- Responds to complaints of potential code violations; gathers evidence; questions complainants, witnesses, and suspects; compares facts gathered to applicable regulations; makes findings; issues warnings, correction notices, citations or summons to proper court of law.
- Prepares forms for each complaint including such information as current zoning code, legal owner of property, property address, parcel number, article and code section of violation and description of violation.
- Meets with property owners, tenants, contractors, developers, business owners or managers or other persons representing a property, to review and explain code requirements and violations or potential violations; ensures code compliance through code enforcement processes and procedures.
- Drafts and distributes a variety of correspondence, reports, notices, flyers, brochures, media releases and memorabilia relating to code enforcement processes and procedures.
- Provides information to persons who request information or assistance in code enforcement activities; prepares recommendations for amendments and additions to codes and regulations which relate to the position responsibilities.
- Maintains a variety of logs and records related to inspection and enforcement activities.
- Reviews cases being prepared for trial with emphasis on the legal issues important for successful prosecution.
- Assists in obtaining, enhancing, preparing, or presenting exhibits or other evidence in court.
- May operate a vehicle in conducting city related business.
- Responsible for erosion and sedimentation control after initial construction inspections.
- Performs other duties and responsibilities as directed by the Chief of Police or designee.

KNOWLEDGE REQUIRED BY THE POSITION

- Ability to establish and maintain effective working relationships with employees, citizens and elected officials; Handle sensitive or stressful situations with tact and diplomacy.
- Ability to communicate effectively both orally and in writing; ability to make presentations.
- Ability to read, interpret, and explain City codes and site plans, maps and work plans.

SUPERVISORY CONTROLS

- The position has no supervisory responsibilities.
- The position works within the chain of command to effectively secure compliance with city ordinances.
- The position shall submit completed work to the Division Commander for compliance with city procedures.

GUIDELINES

Guidelines include federal and state laws, city ordinances, and Departmental policies and procedures. These guidelines require judgement, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and technical duties.
- The variety of tasks to be performed will require multitasking skills to complete due to the complexity of the work.
- The duties and responsibilities will include acting as a liaison for the Port Wentworth Police Department.
- Successful performance helps ensure effective code enforcement practices, contributes to effective communication within the Department, and affects the public perception of the city.
- May perform other administrative support duties such as answering phones, receiving and logging complaints via phone or online, logging case details and information, uploading and printing digital photographs, performing research, or other administrative duties.
- Performs other related duties as required.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected officials, representatives from other law enforcement agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting in a vehicle, or while intermittently sitting, standing, or stooping.
- The employee occasionally lifts light boxes.
- The work is typically performed sitting in a vehicle or attending training conferences.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

High School diploma or GED

PREFERED QUALIFICATIONS

- Associate degree in construction technology, Engineering, Architecture, or a related field two (2) year(s) of experience in code or law enforcement, Animal Control and any construction or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.