



# *The City of Rincon, GA*

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**Job Title:** Code Enforcement Officer  
**Department:** Planning and Development

**Class Code:**  
**FSLA:** Non-Exempt

## **Job Summary**

This position is responsible for performing a variety of technical duties in support of the City's local code enforcement program; monitor and enforce all applicable ordinances, codes, and regulations related to zoning, land use, signs, trees, nuisance conditions, other matters of public concern and all other ordinances adopted and/or enforced by the City. Serve as a resource to provide information on City regulations to property owners, residents, businesses, the public and other City departments.

## **Duties and Responsibilities**

- Enforces compliance with City regulations and ordinances pertaining to zoning, land use, and nuisance conditions.
- Proactively patrols the City to identify and evaluate problem areas and/or ordinance violations; conducts property inspections, including City property, and determines the proper method to resolve violations; conducts field investigations to include contacting and interviewing alleged violators, complainants, and witnesses.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of municipal codes and ordinances as well as State regulations.
- Schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; prepares requests for legal action.
- Issues and posts notices of violation, and/or stop work notices, prepares related documentation, and assists all parties involved in achieving compliance.
- Issues citations and compiles evidence in support of legal actions taken by the City; appears in court as needed; and testifies in court proceedings as required.
- Prepares a variety of written reports, memos and correspondence related to code enforcement activities.
- Ensures that all code enforcement case files are completed in a timely manner with proper follow through for all commenced violations.
- Attends enforcement training, meetings and workshops as directed.
- Performs related work as assigned.

## **Minimum Education and Experience**

- High school diploma or equivalent.



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- Supplemented by specialized courses/training equivalent to completion of one year of college.
- Supplemented by five (5) years previous experience in general office operations, any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Required Certifications, Licenses, and/or Skills**

- Must possess and maintain a valid Georgia driver's license.
- Must pass drug screening and background check.
- GACE Level 1 Certified or willing to obtain GACE Level 1 certification within two years of employment.

### **Physical Demand**

Light Work – Involves lifting no more than 50 pounds at a time, frequent lifting or carrying objects weighing up to 40 pounds.

### **Work Environment**

The work is typically performed in a vehicle/field and may require extended periods of sitting and standing.

### **Americans with Disabilities Act Compliance**

The City of Rincon is an Equal Opportunity Employer. ADA requires the City of Rincon to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.