



POSITION DESCRIPTION			
<b>Title</b>	Code Enforcement Officer	<b>Department</b>	Administration – Police Department
<b>Reports To</b>	Police Chief	<b>Status</b>	Non-Exempt
<b>Summary</b>	This position is responsible for the enforcement of local codes and ordinances and state and federal laws in the service of public safety.		
<b>Employee Expectations</b>	All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.		
<b>Position Requirements &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>▪ High school graduate or equivalent.</li> <li>▪ One (1) year experience involving public safety exposure sufficient to demonstrate knowledge of crime prevention procedures and public safety record keeping requirements.</li> <li>▪ No felony convictions.</li> <li>▪ Proficiency in Microsoft Office and Google suite of tools required. Proficiency with basic web site maintenance and updates preferred.</li> <li>▪ Knowledge of City codes and ordinances.</li> <li>▪ Knowledge of federal, state and local laws.</li> <li>▪ Knowledge of criminal investigation methods, practices and equipment.</li> <li>▪ Knowledge of the criminal justice system and court procedures.</li> <li>▪ Skill in the preparation of clear and precise administrative reports.</li> <li>▪ Skill in oral and written communication.</li> <li>▪ Skill in interpersonal communication.</li> </ul>		
<b>Essential Job Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Patrols the City to inspect residences, businesses, and City property for code and ordinance compliance.</li> <li>▪ Enforces City codes and ordinances as it relates to all property including zoning issues, overgrown yards, junk removal, unfit living conditions, boarding of animals, abandoned houses, illegal parking, and business permits and licenses.</li> <li>▪ Acts as City representative of the Georgia Soil and Water Conservation Commission, enforcing codes and ordinances specific to soil and water conservation and erosion.</li> <li>▪ Interprets and explains codes and ordinances to violators.</li> <li>▪ Prepares reports on code and ordinance violations; assists in providing information for courts.</li> <li>▪ Writes detailed reports and maintains accurate paperwork.</li> </ul>		



	<ul style="list-style-type: none"> <li>▪ Serves citations and other civil documents.</li> <li>▪ Performs related duties.</li> <li>▪ The work consists of related code and law enforcement and law enforcement duties. The necessity of responding to potentially dangerous situations contributes to the complexity of the position.</li> </ul>
<b>Traits &amp; Distinguishing Characteristics</b>	<ul style="list-style-type: none"> <li>▪ Maintains exceptionally high standards of integrity and confidentiality.</li> <li>▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions.</li> <li>▪ Works collaboratively with all team members of the City.</li> <li>▪ Seeks and receives feedback graciously and with a dedication to continuous improvement.</li> <li>▪ Demonstrates commitment to quality in every task performed.</li> <li>▪ Attends all departmental training sessions to maintain or improve skills.</li> </ul>
<b>Physical Demands</b>	<p>The 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.</p> <ul style="list-style-type: none"> <li>▪ Much of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to perform these major functions.</li> <li>▪ Requires the ability to enter data at a prescribed rate of speed.</li> <li>▪ Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments.</li> <li>▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.</li> </ul>