



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

## **CODE ENFORCEMENT OFFICER**

DAWSON COUNTY MARSHAL'S OFFICE

Full-Time/Hourly/Non-Exempt

### **JOB SUMMARY**

Under general supervision of the Marshal's Office, performs a variety of technical duties in support of the County's local ordinances by monitoring and enforcing a variety of applicable ordinances, codes, and regulations related to zoning, animal control, alcohol, business license ordinances and other matters of public concern. The Code Enforcement Officer serves as a resource and provides information on County ordinances to property owners, residents, businesses, the general public, and other County departments and divisions. The Code Enforcement Officer will be cross-trained to assist as the back-up Animal Control Officer.

### **ESSENTIAL DUTIES**

- Basic Knowledge of the county ordinances.
- Perform a variety of field and office work; enforce compliance with county regulations and ordinances including those pertaining to zoning, animal control, alcohol, business licenses and other matters of public concern as it relates to the ordinances.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of county codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution and enforce when applicable.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances and notices of violation as necessary.
- Investigate and prepare evidence in support of legal actions taken by the county; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation, case files and photographs on all investigations, inspections, enforcement actions, and other job-related activities in order to substantiate violations.

- Maintain continual calendar updates to ensure accurate follow through.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol Dawson County in a county-owned vehicle to identify and evaluate problem areas and/or ordinance violations.
- Attend weekly meetings and serve as a resource to citizens, other county department, and outside agencies in the enforcement of Dawson County Ordinances.
- Read, understand and articulate ordinances to citizens and members of the general public to include contractors, business owners and other interested groups in the field and office via the telephone and electronic communication.
- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- May assist in researching, drafting, and rewriting county codes and ordinances; participate in the development of forms and processes utilized to address various issues.
- Enforce and administer ordinances for the county relating to zoning, signage, subdivision, permitting, etc., and respond to inquiries and complaints.
- Respect privacy rules as it pertains to sensitive information.
- Perform animal control duties.

## **KNOWLEDGE / SKILLS / ABILITY**

### **KNOWLEDGE OF:**

- The development process for both commercial and residential and the principles and practices of planning, zoning and land use.
- State laws, local ordinances, and trade codes governing animal and rabies control.
- Basic geography of the county including roads, streets, subdivisions, and zoned areas.
- Modern principles of organization and time management.

### **SKILLED IN:**

- Operating modern office equipment; such as a computer, facsimile machine, copier, google maps, a laptop.
- Communication, both verbal and written is vital, interpersonal skill as applied to interaction with

citizens, co-workers, supervisors, and the overall general public.

#### **ABILITY TO:**

- Independently perform a full range of county code enforcement and compliance duties. Interpret and apply applicable codes, ordinances, and regulations related to zoning, animal control, alcohol and business license functions. Inspect and identify violations of applicable codes and ordinances and enforce with impartiality and efficiency.
- To review, understand and interpret design drawings, site plans, maps, plats, surveys and contract documents to determine compliance with county ordinances and policies.
- Effectively present material either orally or in a written format.
- Be proactive in identifying ordinance violations; signs, solid waste, animal, soil and erosion and other applicable ordinances.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner. Investigate complaints and mediate resolutions in a timely and tactful manner.
- Establish and maintain an effective working relationship with citizens, fellow county employees, department heads, other agencies, and the general public.
- Download and utilize applicable mobile applications to improve efficiency.

#### **COMPLEXITY**

The work consists of varied technical and administrative duties. The variety of ordinances and the need to identify violations, interpret code, investigate, enforce and maintain follow-up until closure, all contribute to the complexity of the position.

#### **CONTACTS**

- Contacts are typically with citizens, co-workers, other county employees, emergency service agency representatives, state officials, representatives of service and support agencies, business and property owners, developers, contractors, and general public.
- Contacts are typically to give and exchange information, resolve problems, negotiations, and provide services.

#### **ADA MINIMUM REQUIREMENTS**

**Scope of Performance:** The purpose of this position is to ensure the local ordinances and regulations are enforced, as well as to proactively provide expertise to local governmental entities and the general public. A key requirement will be to document and consistently maintain case notes and calendar updates.

**Physical Ability:** The work typically involves sitting, standing, walking, bending, crouching, stooping or crawling. The employee must regularly lift up to 10 pounds, and up to 80 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

**Environmental Factors:** The work is performed in a variety of situations; both in an office, outdoors or in a vehicle. Incumbents may be subjected to disruptive people, and emotionally charged environments which may include people and/or animals. Frequent travel by motor vehicle is required.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- 25-day observation training program to include applicable on-line training.
- Daily Work Assignments
- Performance, follow-ups and completed work is reviewed for accuracy and compliance of procedures and processes.
- Bi-weekly Managerial field shadowing once assigned to the field.

### **MINIMUM QUALIFICATIONS / CERTIFICATIONS**

- Applicant must be 18 years of age or older.
- Applicant must have ability to read, write, and perform basic mathematical calculations; high school diploma or equivalent, or higher education is preferred.
- Applicant must possess excellent verbal and written communication skills and be able to write a business e-mail and letter.
- Six (6) month's 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. Experience that includes the enforcement of county codes, ordinances, and regulations is highly desirable.
- Ability to obtain any applicable code enforcement certification within a reasonable timeframe.
- Geographic knowledge of Dawson County roads and areas or the knowledge to quickly map a destination is required.
- GA P.O.S.T. certification a plus.
- Applicant must possess a driver's license issued by the State of Georgia and a satisfactory Motor Vehicle Record (MVR).

- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_