

CITY OF MILLEDGEVILLE JOB ANNOUNCEMENT

POSITION	Code Enforcement Officer
LOCATION	Planning & Zoning Department
SCHEDULE	Full-Time – 8-hour shifts
SALARY	Negotiable – Dependent Upon Experience

JOB ANNOUNCEMENT May 24, 2018 – June 14, 2018

JOB SUMMARY

This position is responsible for the enforcement of construction codes and ordinances for the city. Will be the focal point of complaint resolution as it pertains to our City Code of Ordinances. Will assist with on-site inspections of residential and commercial properties. This position reports directly to the Planning and Zoning Administrator.

Major Duties:

- Enforces city zoning and development ordinances.
- Assist with the inspection of ongoing construction, repair, or modification projects for compliance with codes in all areas of construction, including building, electrical, mechanical, plumbing, gas, housing, fire, energy, water, sewer, and excavating and grading regulations.
- Enforces business license regulations per the city zoning and development ordinances, including soil and erosion control.
- Issues citations when needed for any code and ordinance violations
- Testifies in court proceedings
- Investigates and addresses complaints from the public
- Sells cemetery lots and maintains cemetery records.
- Performs on-site inspections of properties to determine compliance with various ordinances concerning litter and demolition of unsafe buildings.
- Works closely with citizens, builders, contractor, and public utility companies on inquiries relating to code interpretations.
- Prepares and sends letters to property owners with overgrown lots, abandoned vehicles, sewer leaks and abandoned premises.
- Conducts and maintains log of all inspections, violations, certification of occupancy and various other reports. Compiles status reports on specific assignments as required.
- Reviews permit applications for new and renovated construction to assure compliance with applicable codes and ordinances.

Knowledge Required

- Knowledge of building codes and relevant city construction and housing codes, nuisance ordinances, construction and trade codes, and zoning ordinances.
- Knowledge of the principle and practices of commercial and residential construction.

Minimum Qualifications

- High School Diploma or GED
- Must know city of Milledgeville geography and related ordinances and procedures.
- Prior experience as a Code Enforcement Officer preferred.
- Ability to obtain Building Inspector Certifications throughout employment

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)