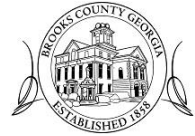


Brooks County, Georgia

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Zoning/Code Enforcement Officer

Department: Zoning
Salary Range: \$45,000 - \$50,000 Per Year
FLSA Status: Exempt

JOB SUMMARY

Performs general inspection work in securing compliance with the municipal building control program, zoning code, and related regulations. Work involves approving applications for building and the moving of existing structures; inspection of overgrown properties, abandoned vehicles, trash and debris; building and other structures for structural safety, zoning compliance and ordinance and code violations; and handling complaints from citizens. Work is performed under the direction of the Board of Commissioners and the County Administrator.

ESSENTIAL JOB FUNCTIONS

- Inspects old and dangerous structures which may be subject to condemnation, especially for structural, safety and other hazards; condemns structures which jeopardize public health, safety, and welfare, checks complaints on junked cars and other refuse left on the County streets and properties.
- Issues subpoenas and testifies in municipal court concerning violations of building codes, zoning ordinances, and other regulatory codes.
- Interprets and explains building and zoning ordinances, codes, and regulation to builders, contractors, homeowners, and other interested parties.
- Inspects buildings being wrecked to ensure that proper safety methods are being followed and to protect adjacent property and the public.
- Prepares reports and keeps records regarding zoning/code enforcement.
- Responds to complaints from the public.
- Performs related work as required.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or General Equivalency Diploma (GED) and two (2) years of related work experience.

Special Qualifications:

Possession of a valid State of Georgia Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of County, State and Federal building codes, ordinances, and regulations.
- Ability to detect poor workmanship, inferior materials, and hazards of fire and collapse.
- Ability to enforce and interpret regulations with firmness, tact, and impartiality.
- Ability to establish and maintain effective working relationships with contractors, architects, property owners, and the public. Knowledge of County, State and Federal building codes, ordinances, and regulations.

PHYSICAL DEMANDS

The work is light work and requires exerting up to 20 pounds of force occasionally, and up to 10 pounds of force frequently, and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT

Work is performed primarily in a wide variety of indoor and outdoor environments which include construction sites which may be somewhat hazardous.