
Job Title:	Code Compliance Officer	Department:	Business & Development Services
Reports To:		FLSA Status:	Non-Exempt
Pay Grade:	107	Hiring Range:	
Work Location:	City Hall (5 East Butler Road)	Hours:	

Job Summary: This position is responsible for facilitating compliance with city codes and ordinances. This facilitation will involve field inspections, investigating complaints, issuing notices and citations, maintaining accurate records, and educating the public.

Essential Duties and Responsibilities:

- Conducts regular inspections of residential, commercial, and public properties to ensure compliance with city codes and ordinances. Investigates complaints regarding potential code violations such as zoning, signage, property maintenance, and nuisances.
- Documents and reports findings, including taking photographs and writing detailed inspection reports.
- Issues notices of violation and citations for non-compliance with city codes. Works with property and business owners to achieve voluntary compliance through education and cooperation.
- Prepare cases for legal action and attend and testify in court as needed.
- Respond to public inquiries and complaints in a professional and courteous manner.
- Educates the public on city codes and ordinances to foster community cooperation and compliance.
- Participate in community outreach programs and meetings to promote understanding of code requirements.
- Maintains accurate and detailed records of inspections, violations, and enforcement actions. Prepare and presents regular reports to city officials as required.
- Communicate with other City employees, property owners, business owners, building contractors, the public, and other individuals as needed to coordinate and resolve code compliance matters.
- Perform general customer service and administrative duties: receives and responds to inquiries, concerns and complaints relating to codes and ordinances.
- Prepares and maintains reports and correspondence relating to compliance with codes and ordinances.

Minimum Qualifications:

- High School Diploma or equivalent;
- Two (2) years of experience in code enforcement, customer service, planning and zoning, building or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Driver's License Requirement:

- Valid South Carolina Class D driver's license

Basic Knowledge and Skills

- Knowledge of State laws and city ordinances.
- Knowledge of court processes and skills in issuing summons, documenting violations, and presenting cases.
- Communication and organization skills.
- Basic knowledge of computer systems for data entry, email, word processing, and research.
- GPS navigational skills.

Basic Abilities

- Work with other employees and departments within the City to maintain consistent communication and facilitate teamwork.
- Interpret, understand, and make decisions based on the adopted City codes and ordinances.
- Work independently to maintain daily job functions as well as work well within a team dynamic when needed.
- Communicate the business of the department to the public, code violators, and other City staff using various interactions such as telephone, email, in-person meetings, and virtual meetings.
- Utilize a variety of communication and interpersonal skills to interact successfully with people at a number of levels inside and/or outside the organization.
- Read ordinances, laws, papers, periodicals, journals, manuals, and policies.
- Make mathematical calculations and draw logical conclusions.
- Write notices and citations, reports, letters, meeting minutes, and compose emails in a clear and professional manner.
- Drive a City vehicle.
- Utilize levels, tape measures, flashlights, calculators, ladders, safety equipment, camera, mobile phone and tablets.
- Operate general office equipment to include scanner, printer, copier, telephone, and computer with Microsoft Office suite.
- Utilize specialized software and systems to include code compliance related software.

Working Conditions:

- **Primary Work Location:** Outdoors (conducting field inspections and investigations).
- **Environmental/Health and Safety Factors:** Frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk. Daily exposure to extreme temperature and wetness and/or humidity.

Weekly exposure to physical hazards. Seasonal exposure to respiratory hazards. Occasional exposure to electrical hazards, mechanical hazards, fire hazards, communicable diseases, and physical danger or abuse.

- **Physical Demands:** Constantly requires hearing and talking. Frequently requires standing, fine dexterity, walking, sitting, kneeling, crawling, vision, foot controls, bending, crouching and stooping, and twisting. Occasionally requires handling/grasping, climbing, and balancing. Light strength demands include exerting up to 10 pounds occasionally.
- **Mental Demands:** Frequently requires time pressures, frequent change of tasks, performing multiple tasks simultaneously, and working closely with others as part of a team. Occasionally requires emergency situations, irregular schedule/overtime, tedious or exacting work, and noisy/distracting environment.

Performance Aptitudes:

- **Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- **Human Interaction:** Requires the ability to function in a team capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.
- **Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable, such as violation notices, inspection reports, plan reviews, progress reports, budget and financial documentation and reports, employee performance appraisals, regulatory reports, work orders, schedules, equipment and maintenance logs and reports, Council reports, policies and procedures, codes and regulations, etc.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may include the ability to compute discount, interest, and ratios; may include the ability to calculate surface areas, volumes, weights, and measures.
- **Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

Americans with Disabilities Act Compliance:

The City of Mauldin is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

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.