

Job Description: **Code Enforcement Officer**

Position Type:

Part-Time (up to 20 hours per week)

Salary:

\$20.00-\$25.00 per hour

Work Hours:

Variable shifts available, including early mornings, evenings, and weekends

FLSA Status:

Hourly (*non-exempt*)

Closing Date:

The position(s) will remain open until filled.

Job Summary:

Under limited supervision, the Code Enforcement officer performs a variety of duties in support of the town's code enforcement functions. The Code Enforcement Officer interprets, monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, business licensing, permitting, nuisance abatement, and health and safety issues. The position is responsible for receiving and responding to inquiries, complaints, and requests for service. The Code Enforcement Officer reports to the Zoning Administrator/Chief Code Enforcement Officer.

Minimum Training & Experience:

- A minimum of a high school diploma or equivalent is required. Preference may be given to candidates with an Associate's Degree (AA/AS) and/or additional training or certification in a related field.
- One to two years' experience in code compliance, law enforcement, municipal government, security, zoning administration, or a related field is strongly preferred.
- Must possess a valid South Carolina Drivers' License.
- The town reserves the right to consider any combination of relevant education and experience that demonstrates a candidate's ability to successfully perform the duties of the position.
- The successful candidate will be subject to a pre-employment criminal background check, drug screening and employment verification.

Desirable Knowledge, Skills and Abilities:

- Knowledge of administrative practices and procedures.
- Knowledge of business English, spelling, grammar, and vocabulary.
- Maintains confidentiality of nonpublic information in all aspects of the job, whether information relates to people, activities, or plans.

- Exercises initiative, independent judgment, and discretion in fulfilling job duties.
- Ability to investigate alleged violations of town ordinances.
- Ability to research, prepare, and present proper documentation in the prosecution of violations of town ordinances before the Municipal Judge.
- Skills in understanding, interpreting, and applying zoning and building code requirements.
- Maintains positive customer-focused relationships with co-workers, supervisors, agencies, the public, and all other internal and external customers.
- Consistently demonstrates courteous and professional customer service skills.
- Ability to exercise tact in stressful situations.
- Ability to take initiative to fulfill duties under limited supervision.

Duties Include, But Are Not Limited to:

- Serves as a resource to the public to ensure compliance with applicable provisions of the Town Code and Development Standards Ordinance.
- Receives, investigates, and responds to public complaints, inquiries, and requests for assistance.
- Interprets and enforces town codes and regulations fairly, consistently, and without prejudice.
- Actively patrols the community to identify potential violations of town codes and regulations and initiates enforcement activities when necessary.
- Performs inspections to verify compliance with town ordinances and regulations.
- Prepares correspondence and issues orders to establish compliance with town ordinances.
- Investigates, documents, and where necessary, testifies before the Municipal Judge concerning alleged violations of town ordinances.
- Handles all code enforcement cases with professionalism and tact.
- Performs other related duties as assigned or required to meet organizational needs.

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.

This 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.

THE TOWN OF SEABROOK ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER.

It is our goal to provide applicants and employees with equal employment opportunities in recruitment, hiring, benefits programs, training, promotion, leave practices, rates of pay, and selection for supervisory positions without regard to sex, genetic information, age, race, color, national origin, religion, military/veteran status, or disability.