

Part Time Code Enforcement (20 hours per week)

Brief Description

Job Summary

Under general direction and in compliance with standard operating procedures and policies, inspects properties, structures, and vacant lots to determine compliance with applicable property maintenance codes and Town of South Congaree regulations and ordinances. Issues written notices and citations for violations of codes and ordinances. Maintains accurate computer records and case files for all inspections and enforcement actions. Prepares documents, reports, correspondence, notices, and evidence for testimony in court proceedings. Develops and maintains a working knowledge of current electronic data management and records systems. Participates in community outreach as needed to educate the public on the department's services and purpose.

Job Duties

Essential Functions

- **Conduct Field Inspections:** Inspect properties, structures, and vacant lots to determine compliance with applicable property maintenance codes and Town of South Congaree codes and ordinances. Locate, investigate, inspect, and properly document violations within the boundaries of the Town of South Congaree. When violations are found or reported, document and gather evidence such as vehicle info, owner data, complaint materials and other materials using various tools such as mobile phone or tablet, computer, camera and written communication. Draft violation and inspection notices, letters for contractors/property owners and other documents used to communicate with the public. Use both written and verbal communication with the general public and/or specific violators to ensure an understanding of the Town's position and requirements for compliance. 70%
- **Perform Administrative Duties:** Utilize data management system to document information collected from field inspections such as relevant records, pictures, notices, letters etc. Conduct research of property records using the Town's mapping system, county tax data, and other property and persons search tools. Assist customers in person and via telephone, providing information on property maintenance codes and Town of South Congaree codes and ordinances. 20%
- **Attend Court Proceedings:** Appear in court proceedings to present documentation and supporting evidence for property and housing code violation cases as a result of site investigations, research, and/or inspections. 5%
- **Provide Community Outreach:** Conduct community education sessions and attend neighborhood meetings regarding codes and ordinances within the Town of South Congaree. Educate the public on the department's services and purpose. Listen to community concerns and report back to the Council. 5%

Perform other duties as assigned.

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Qualifications

Job Requirements

- Two-year associate degree or equivalent work experience in Construction Management or similar degree.
- Minimum of five (5) years of code enforcement, law/ordinance enforcement or a construction related field.
- **Must** have International Code Council Property Maintenance and Housing Inspector certification.

Driver's License Requirements

- Valid South Carolina Class D Driver's License.

Performance Requirements

Knowledge of:

- Minimum life safety and property maintenance standards as prescribed in the International Property Maintenance Code.
- Court processes, issuing summons, documenting violations, and presenting cases.
- Basic computer systems for data entry, email and research.

Ability to:

- Work with other divisions within the jurisdiction to maintain consistent communication and facilitate teamwork.
- Interpret, understand, and make decisions based on the adopted property maintenance code and Town ordinances.
- Work independently to maintain daily job functions as well as work well within a team dynamic when needed.
- Perform the four basic arithmetic operations (addition, subtraction, multiplication, division).
- Write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.
- Communicate the business of the department to the public, code violators, and other city staff using various platforms such as telephone, email, in person meetings, and web conference calls.
- Utilize levels, tape measures, flashlights, calculators, ladders, vehicles, safety equipment, and tablets.
- Operate general office equipment to include scanner, printer, copier, telephone, fax machine, and computer with Microsoft Office Suite.
- Utilize specialized software and systems to include code compliance related software.

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Other Job Information

Working Conditions

Primary Work Location: Outdoors (conducting inspections).

Environmental/Health and Safety Factors: Frequent exposure to unpleasant environmental conditions and/or hazards. The 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. Frequent exposure to electrical hazards and fire hazards. Occasional exposure to mechanical hazards, communicable diseases, and physical danger or abuse.

Physical Demands: Continuously requires hearing and talking. Frequently requires standing, fine dexterity, walking, sitting, kneeling, crawling, vision, foot controls, bending, crouching, and twisting. Occasionally requires handling, 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.

Americans with Disabilities Act Compliance

The Town of South Congaree 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.