

CITY MARSHAL

CITY CODE COMPLIANCE OFFICER

JOB TITLE: CITY MARSHAL

DEPARTMENT: Community Development

SUPERVISOR: Community Development Director

Job Summary

The Codes Enforcement Officer investigates and enforces municipal codes and ordinances to ensure public safety, health, and welfare. The duties include inspecting properties for violations of housing, zoning, and building codes. Additionally, this position will be responsible for responding to citizen complaints, issuing citations and warning notices, and providing education to the community on local regulations. They ensure that both residents and businesses are in compliance with city ordinances.

Responds to inquiries from the public and government officials; performs special inspection tasks. Incumbent works alone and makes independent decisions requiring technical and administrative discretion and judgement. Work is assigned by the Community Development Department work plans, goals, and objectives. Work is reviewed through personal conference and written report for compliance of reports, quantity and quality of inspections completed, accuracy of technical data, quality of relationships with staff, contractors, property owners and the general public. Performs other related duties as assigned, in support of customer needs and organizational objectives.

Essential Functions of the Job

1. Maintains records of inspections made and prepares reports; informs property owners, contractors, builders, and supervisors of violations of code requirements; investigates complaints.
2. Receives and responds to inquiries from the public in regard to regulations and practices; assists in developing inspection schedules; participates in meetings and conferences.
3. Researches problems and complaints regarding code compliance. Responds to complex and sensitive issues.
4. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.
5. Maintains records and documents, and case files of compliance issues and resolutions.
6. Prepares and presents legal testimony.
7. Performs specialized inspection tasks specific to area of assignment.

Other Tasks and Responsibilities

Performs other related duties as assigned, in support of customer needs and organizational objectives

Knowledge, Skills, Abilities, and Other

1. Ability to learn, interpret, and enforce the Tallapoosa Code of Ordinances.
2. Ability to explain, interpret, and enforce codes and regulations firmly, tactfully, and impartially.
3. Ability to gather and deploy resources appropriate for the task.
4. Ability to communicate effectively in writing and orally.

5. Ability to maintain accurate records, to prepare clear, and concise reports, and to make effective presentations.
6. Ability to prepare clear, correct and concise legal testimony regarding violators.
7. Ability to maintain confidential information.
8. Ability to effectively balance the needs of the community with those of the individual property-owner or customer.
9. Ability to work independently without close supervision, as well as with a team, and to follow through to task completion.
10. Willingness and ability to demonstrate commitment to the job, team and organization.
11. Ability to serve as a positive role model.
12. Ability to help create a positive work environment which encourages individual and team growth and development.
13. Ability to manage multiple tasks, and to be flexible in changing priorities. Ability to manage time such that deadlines are met.
14. Physical and mental ability to perform the essential tasks of the job including climbing, bending, kneeling, stooping, crouching, crawling, standing, walking, speaking, hearing, and the ability to lift up to 50 pounds; ability to work at moderate heights and in close spaces; visual acuity sufficient to notice building defects; ability to work outdoors in all weather conditions; ability to compare data and characteristics, to compile, analyze, and synthesize information.
15. Willingness and ability to perform other duties as assigned, in support of customer needs and organizational objectives.

The City is an EO/AA/ADA Employer and is committed to complying fully with the Americans with Disabilities Act and to ensure equal opportunity for all qualified persons with disabilities.

Minimum Requirements (Education, Experience, Training, Certifications/Licenses)

High school diploma

Preferred Qualifications

Previous Code Enforcement experience.

Previous construction, contracting, and etc. experience.

Previous Public Safety experience.