

**FLSA: Hourly**  
**GRADE:112**

**LAURENS COUNTY, SOUTH CAROLINA**  
**JOB DESCRIPTION**

**JOB TITLE: CODE LEAD ENFORCEMENT OFFICER**

**FLSA: Hourly**  
**GRADE:112**  
**PAY: \$19.50**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, conducts comprehensive inspections of manufactured housing and investigates suspected County ordinance violations. Work involves scheduling and conducting inspections, interpreting, and ensuring compliance with codes and ordinances, preparing required reports and records, and performing related technical work as required; may serve as the County Floodplain Manager as assigned. Reports to the Building Official.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Explains, interprets, and provides guidance regarding codes and compliance requirements for contractors, property owners, developers, and others.

Plans, schedules, and conducts inspections of buildings and properties for compliance with the County mobile home ordinance, nuisance ordinance and floodplain ordinance.

Maintains thorough and accurate records of inspections; meets with contractors and property owners regarding inspection results; makes recommendations for changes as necessary to achieve compliance; follows up to verify that corrections have been made to comply with codes.

Issues violation notices and correction notices; prepares cases for prosecution in the event of non-compliance; testifies in court as necessary.

Coordinates power and gas service releases with local utility companies.

Keeps supervisor informed of inspection progress and any difficult or unusual situations.

Coordinates inspection activities with those of other County and municipal departments as needed.

Receives and responds to inquiries, concerns, complaints, and requests for assistance in areas of responsibility.

Receives and reviews a variety of documents, including permits and permit applications, floodplain applications, property tax data, complaints, inspection reports, and various other records, memos, and correspondence.

Prepares and/or processes a variety of documents, including inspection reports, code and

## **CODE ENFORCEMENT OFFICER**

ordinance interpretations, violation notices, correction notices, mileage logs, permits, elevation certificates, and various other records, reports, memos, and correspondence.

Refers to policy and procedure manuals, ordinances, laws, regulations, computer manuals, property maps, technical manuals and code commentaries, permit files, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone, digital camera, etc.; uses an architect's ruler, measuring devices, testing devices, hand tools, general office supplies and computer word and data processing software.

Maintains assigned vehicle and equipment in proper, safe operating condition.

Interacts and communicates with various groups and individuals such as the supervisor, other County staff, contractors, property owners, engineers, surveyors, and the public.

Attends meetings, training, seminars, and conferences as appropriate to enhance job knowledge and skills.

### **ADDITIONAL JOB FUNCTIONS**

Performs clerical duties as required, which may include preparing reports and correspondence, entering, and retrieving computer data, copying and filing documents, receiving and responding to e-mails and faxes, answering the telephone, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires an associate degree or equivalent in construction administration, code enforcement, building inspection, or related field obtained at a two-year college or technical school, plus six months to one year of related experience or any equal combination of training and experience that provides the required skills, knowledge, and abilities. Must possess certification as a manufactured home installation inspector and ICC property maintenance housing inspector. Must possess a valid state driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office machines or tools within moderate tolerances or limits of accuracy.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether like or divergent from obvious standards) of data, people, or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from

**CODE ENFORCEMENT OFFICER**

supervisor.

## **CODE ENFORCEMENT OFFICER**

**Language Ability:** Requires ability to read a variety of technical reports and documentation, policy and procedure manuals, codes, property maps, specifications, etc. Requires the ability to prepare inspection records and reports, notices and correspondence, lists, logs, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages including code enforcement, construction inspection.

**Numerical Aptitude:** Requires the ability to use practical applications of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry and/or descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, hand tools, measuring devices, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under significant stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures, and policies of the organization as they pertain to the performance of duties of the Code Enforcement Officer. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has working knowledge of principles and practices in general building construction, electrical and mechanical systems; safety standards and methods of building construction for manufactured housing/mobile homes; principles and techniques of

## CODE ENFORCEMENT OFFICER

inspection work; basic principles of structural design and engineering mathematics; manufactured housing, nuisance and floodplain codes and ordinances; general surveying methods and instruments; sources of information related to code enforcement. Is able to read and interpret property maps, building and construction plans, diagrams and specifications; prepare, verify, analyze and reconcile inspection and code records, reports and recommendations; apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard practices; advise on standard construction methods and requirements for manufactured housing structures; make mathematical calculations rapidly and accurately. Has the ability to aid co-workers and employees of other departments as required. Can take the initiative to complete the duties of the position without direct supervision. Can produce quality work which requires constant attention to detail. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling, and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for records management. Can read and interpret relatively complex materials pertaining to the responsibilities of the job. Can assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Can maintain confidentiality as required. Can produce quality work despite the stress of deadlines. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Can communicate professionally and tactfully with the public in confrontational situations as required. Knows how to react calmly and quickly in emergency situations. Has knowledge of the occupational hazards and safety precautions of the industry.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers, and the public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to the County Council with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

## CODE ENFORCEMENT OFFICER

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and research problems, situations, and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints to establish and maintain goodwill. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**\*\*THIS POSTING WILL RUN UNTIL THE POSITION IS FILLED\*\***

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.