

Job: Code Enforcement

Department: City Hall – Community Development

Salary: Grade 20

Hours: Day Occasional Overtime

Summary:

This is a technical position with principal responsibilities relating to code enforcement and compliance. The position oversees the City's compliance program to include, but not limited to: abatement of nuisances (junk cars, trash, sign regulations, nonconforming land uses,) and monitoring compliance with the zoning code and other City codes and regulations. Requires good research and organizational skills, close attention to requirements for processing and documenting casework and the ability to deal tactfully and efficiently with members of the public. Work is performed in an office setting, but requires a considerable amount of field work and investigation. Work requires safe operation of City-owned vehicles. Works under the general supervision of the Community Development Coordinator.

Primary Responsibilities:

- Respond to citizen complaints pertaining to nuisances such as junk cars, trash in yards, investigating and carrying through with abatement procedure.
- Investigate and resolve non-conforming land uses (non-permitted group homes, illegal home occupations, etc.,) as well as violations of other City codes and ordinances (clearing and grading, building code).
- Undertake ongoing field investigations to proactively maintain compliance with applicable land use standards.
- Prepare and maintain detailed records and statistics related to all enforcement activities, using word processing and spreadsheet programs on a computer
- Propose amendments to specify City codes or regulations which relate to the position and enhance the City's enforcement capabilities
- Represent the City in public hearing or court action involving compliance activities; attend City Council and other meetings as required
- Work with the Building Inspector as required
- Perform Permit Technician duties at the front counter as required including permit intake, permit issuance and responding to public inquires
- Investigate utility theft and tampering
- Take appropriate action in disposition of dilapidated structures
- Perform other job duties as assigned

Job Requirements:

- Successful candidate will, at minimum, be a graduate from a 2 year college/vocational institute or have a combined total of at least four years in city planning, law enforcement, municipal administration or other related fields such as construction, development, etc.
- Must have working knowledge of the operation of personal computers; word processing, and spreadsheet software.

- Ability to make independent investigations of assigned cases and issues; coordinating with other City departments and related agencies as necessary.
- Good communication skills are required, both written and oral.
- Must be able to explain regulations to the public in a courteous and tactful manner.
- Ability to read maps, site plans and drawings accurately.
- Ability to exercise good judgement in determining appropriate abatement actions.
- Must have a valid driver's license and have a driving record suitable for insurability.
- Willing to work non-standard hours and overtime and to travel overnight to attend continuing education courses and workshops.
- Physical requirements; Bending, squatting, twisting, kneeling and lifting. Walking for extended periods of time.
- Performing manual tasks for extended periods of time and in unfavorable weather conditions (temperatures of over 90 degrees and below 32 degrees).

Posting Dates: 8/9/2018 – 8/17/2018

City Employees interested in this position should contact Kathy Railey at 256-329-6782. Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply. Applicants must meet all requirements.

The City of Alexander City is an Equal Opportunity Employer