



## **CITY OF WALNUT GROVE**

***Position Title: Code Enforcement***

***Salary: \$20 - \$25/hr., Commensurate with experience, no benefits***

***Status: Open, Part-time***

***Posted: May 1, 2024***

***Closing: Open Until Filled***

### **Nature of Work:**

- This is technical work responsible for conducting field inspections to determine compliance with City codes, ordinances, and requirements. Work involves educating the public on code compliance and the correction of code violations. This position makes independent technical decisions regarding the City of Walnut Grove ordinances. Work is performed under general supervision of the mayor and/or City Mayor/Administrator.

### **Major Responsibilities & Duties:**

- Conducts regular field inspections throughout the City to ensure compliance with City's codes, ordinances, and regulations related to zoning, land development, signs, litter, debris, abandoned vehicles, business licenses, and health and sanitation.
- Receives and responds to reports of alleged code violations from citizens.
- Identifies and locates property owner by researching property deeds and tax records; contact property owners to schedule inspection of property.
- Analyzes field inspections to determine compliance or non-compliance.
- Notifies property owners of results of inspection and explains necessary corrective requirements; conducts re-inspections to ensure corrective action has been taken.
- Issues warnings, stop-work orders, and citations when violations are not corrected.
- Prepares documentary evidence and testimony for Municipal Court when necessary.
- Prepares reports and maintains records regarding inspection activities including inspections made and violations discovered; operates personal computer, tablet, cell phone and camera to record and maintain inspection data.
- Provides information on codes and ordinances as requested to residents, property owners, and the public.
- Performs related work as necessary working in conjunction with the City Clerk, Deputy Clerk, City Inspectors, Mayor, et al.

### **Knowledge:**

- Familiarity with City ordinances and state laws relevant to code enforcement.
- General knowledge of functions and operation of municipal government.
- Courtroom procedures.

### **Skills and Abilities**

Minimum Requirements:

- High school diploma or equivalent
- Valid Georgia Driver's License
- Pass drug screen test

- Pass criminal background investigation
- Ability to read, analyze, and interpret legal documents and governmental regulations.
- Ability to respond to common inquiries or complaints from the public in a professional and courteous manner.
- Ability to effectively speak and present information when necessary.
- Workday, evening, and weekend hours.