

FRANKLIN COUNTY BOARD OF COMMISSIONERS



JOB TITLE: Code Enforcer/Marshal
FLSA STATUS:
REPORTS TO: County Manager

JOB SUMMARY:

This position is responsible for a variety of code enforcement functions including assisting the Magistrate Court as a bailiff, supervising dispossessions issued by the Magistrate, enforcing various County codes/ordinances, patrolling the Community to identify violations, investigating local/state violations, issuing of citations, and prosecuting violators when necessary. In addition, this position will be responsible for the identification, classification, and related duties associated with dangerous and vicious dogs. This is a Law Enforcement Post whereas the individual must be Georgia Post Certified. In the event a person is hired Marshal who is not POST Certified on the date of hire, then he/she shall have 12 months from his/her hiring date in which to become POST Certified.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assists Magistrate Court as a Bailiff and supervises dispossessions issued from the Magistrate Court.
- Interprets, explains, and enforces the provisions of County codes/ordinances or other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches code-related issues as needed; initiates any actions necessary to correct deviations or violations.
- Provides information and assistance concerning codes/ordinances, code interpretation, code compliance, environmental issues, possible violations, and related issues; discusses violations and problem area with property owners or other individuals; recommends solutions to problems; responds to questions or complaints concerning violations.
- Patrols county area, inspects various sites, and works with Environmental Protection Division (EPD) to determine compliance with codes/ordinances relating to environmental protection, illegal dumping, burning, improper erosion, sedimentation control, scrap tires, mobile home/building permits, or other code enforcement issues; responds to complaints of potential code violations in conjunction with EPD
- Checks all tire dealers to ensure compliance with state scrap tire laws.
- Conducts investigations; documents violations by collecting evidence; makes photographic or video records of inspection sites; interviews witnesses, complainants, or other individuals regarding complaints or violations; prepares case files.
- Issues citations for ordinance violations; conducts follow-up inspections to ensure that corrective actions have been taken for compliance with local ordinance.

- Participates in court activities to pursue legal action against violators; prepared case documentation for prosecution of cases in court; attends court and testifies in court proceedings regarding violations.
- Provides security for County Magistrate Court and for Board of Commissioner meetings.
- Maintains records of code enforcement activities; maintains records of complaints, inspections, or other work activities;
- Submits reports to regulatory agencies, granting agencies, or others as required.
- Prepares or completes various forms, reports, correspondence, logs, inspection records, incident reports, case files, citations, grant reports, or other documents.
- Receives various forms, reports, correspondence, complaints, photographs, grant documents, maps, codes, ordinances, laws, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a motor vehicle, personal computer, printer, camcorder, camera, general office equipment, or other equipment as necessary to complete essential functions such as the use of word processing, spreadsheet, database, email, internet k or other computer applications.
- Communicates and works with supervisor, public, fellow employees, other departments, elected officials, law enforcement agencies, court officials, attorneys, Environmental Protection Department, tire dealers, property owners, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Attends meeting and serves on committees as needed; conducts and participates in countywide cleanup activities.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops, conferences, and training sessions as appropriate; and Georgia Association of Code Enforcement Conference to satisfy regulations and obtain current updates in laws and procedures.
- Assist Planning Director and Building Inspector with enforcement issues related to Zoning and Building regulations and code.
- Coordinates and supervises Community Service detail projects and assignments.
- Issues citizens for delinquent Mobile Homes taxes; moving violations, and other citations pertaining to Mobile Homes at discretion and direction by the County Tax Commissioner.
- Manages department financial resources; monitors expenditures and ensures compliance with budget levels; and prepares and/or reviews financial reports.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Franklin County Regulations and ordinances
- Knowledge of and completion of requirements for Code Enforcement
- Knowledge of basic accounting principles
- Knowledge of modern office practices and operation of office equipment
- Skill in written and oral communication
- Skill in use of Microsoft Office Suite and Google Suite
- Ability to operate power equipment necessary in the execution of inspection and enforcement duties

SUPERVISORY CONTROL AND RESPONSIBILITIES:

Must perform supervisory responsibilities as needed for clerical/support staff.

MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

Applicants must have a high school diploma or equivalent; supplemented by vocational/technical training in code enforcement or law enforcement; supplemented by one (1) year previous experience and/or training involving code enforcement or law enforcement; or any equivalent combination of

education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license and fire arm license. In the event a person is hired Marshal who is not POST Certified on the date of hire, then he/she shall have 12 months from his/her hiring date in which to become POST Certified.

GUIDELINES:

This position must follow all federal, state, and local laws. This position will also adhere to standard office procedures and Franklin County code/ordinances and regulations. These guidelines are generally clear and specific, but may require some interpretation in their application.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment and discretion in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. The individual should display a calm nature with the public and be respectful of the public.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variation in assigned objectives. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE:

Physical Ability: Tasks involve the ability to exert moderate physical effort. This position requires frequent, intermittent standing, walking, bending, crouching, stooping, and occasional lifting of objects weighing up to 30 pounds.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may be performed in multiple offices and outdoors, regardless of weather, and may at times require one to be in high places. Employee may be exposed to dust and dirt, grease, smoke, fumes, pollen, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, toxic agents, violence, disease, pathogenic substances, animals/wildlife, and irritating chemicals, etc. Employee will work with machinery with moving parts, and vibrating equipment, and use protective devices such as gloves, hard hats, masks, etc.

Franklin County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Franklin County, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective and current employees to discuss potential accommodations with the employer.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by Franklin County to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ Date: _____