

MARSHALL COUNTY, ALABAMA

Job Description

CODE ENFORCEMENT OFFICER

Department: Code Enforcement

Job Code: 327

Pay Grade: 107

FLSA Status: Non-Exempt

Reports To: Commission Chairman

JOB SUMMARY

The Code Enforcement Officer enforces state revenue laws pertaining to state and County business licenses and manufactured home decals. Inspects businesses and manufactured homes to ensure proper license codes are being issued. Seeks voluntary compliance, writing citations if necessary. Investigates and seeks voluntary compliance for illegal dumping.

ESSENTIAL JOB FUNCTIONS

- Works business licenses, manufactured home decals, and solid waste calls throughout the County.
- Verifies that valid business licenses have been obtained, using field inspections and computer searches.
- Notifies delinquent businesses to make proper license payment.
- Performs inspections on transient businesses to verify proper license has been secured.
- Compares city business license lists to county lists to identify businesses, and conduct follow-up as needed.
- Conducts manufactured home inspections to assure compliance with Ad Valorem and registration laws.
- Informs responsible persons of license violations discovered and seek voluntary compliance.
- Follows-up to ensure compliance with notices and initiates legal action for non-compliance when necessary.
- Responds to complaints regarding illegal dumps by investigating the complaint, identifying landowners, and searching waste to identify the party responsible for dumping.
- Informs landowners of the illegal dump and provides an opportunity to clean it up.
- Issues citations to all persons, firms, or entities that violate or fail to subscribe to rules and regulations governing solid waste disposal.
- Maintains citation files and records.
- Answers and returns calls and checks emails.
- Prepares required reports in accordance with state and county requirements.
- Presents findings in court cases as required.
- Follows through with legal action as prescribed by the Code of Alabama title 40 revenue laws.
- Coordinates with the company contracting with the county for garbage pick-up regarding service for all county residents.
- Requires regular and prompt attendance, plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or equivalent and three (3) years of clerical experience that includes computer use, data entry and filing, or an equivalent combination of education and experience.

Licenses or Certifications:

- Possession of a valid State of Alabama driver's license and a driving record suitable for insurability.
- Certification as a County Revenue Officer.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of code enforcement regulations and techniques.
- Knowledge of County geography and street and road locations.
- Knowledge of the laws and regulations pertaining to solid waste disposal and illegal dumping.
- Knowledge of the Code of Alabama as it pertains to revenue collection, licensing, and registration of manufactured housing.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of the work hazards associated with code enforcement.
- Ability to read, understand, and interpret codes, laws, regulations, policies, and procedures of code enforcement.
- Ability to establish and maintain effective working relationships with the public, public officials, and employees.
- Ability to deal with citizens in a courteous and pleasant manner.
- Ability to inspect businesses and manufactured homes to determine if proper licenses are displayed.
- Ability to establish and maintain a variety of records.
- Ability to operate standard office equipment including calculator, fax machine, and copier.
- Ability to operate a computer and software such as database, spreadsheets, and word processing as needed to compile and analyze data.
- Ability to operate a motor vehicle in a safe manner.
- Skill in dealing with people in tense situations and gaining compliance from violators.
- Writing skills to complete routine forms and reports.

PHYSICAL DEMANDS

The work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crouching, feeling, manual dexterity, kneeling, lifting, pulling, pushing, reaching, speaking, standing, stooping, talking at a level to exchange ideas, talking to be heard above ambient noise, and walking. Visual acuity at a level to view computer terminal, analyze data, and read extensively, to include color, depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles, with or without correction. Body movement or mobility to be able to move about on all types of different terrain. Stamina to withstand adverse weather conditions such as heat and cold when checking license or investigating illegal dumps in the county.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Work is performed in an indoor and outdoor work environment. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work requires traveling between locations. Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature extremes, bright/dim light, animal bites, or rude/hostile citizens.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.