CITY OF SENECA
221 East North First Street
Seneca, South Carolina 29678
www.Seneca.SC.US

PLANNING AND DEVELOPMENT DEPARTMENT

POSITION DESCRIPTION – CODE COMPLIANCE OFFICER

GENERAL PURPOSE

Under supervision of the Director of Planning and Development, the Code Compliance Officer is responsible for enforcing all applicable provisions of the City's Code of Ordinances, including those pertaining to the development, use, and maintenance of private property, nuisance abatement, and business licensing. Investigates complaints, conducts field inspections, issues notices and citations, and works with property owners and businesses to achieve voluntary compliance. Provides code compliance information to the public and performs related administrative and technical work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs city-wide code compliance activities, including enforcement of the City Code and business license ordinance.
- Receives and responds to citizen inquiries, requests for assistance, and complaints related to municipal code and business license regulations, and nuisance abatement.
- Performs field inspections and re-inspections to verify compliance or non-compliance with various city ordinances.
- Patrols all areas of the City to monitor overall compliance with municipal codes and business license regulations.
- Maintains records of cases where violations are observed and corrective action is necessary.
- Provides notifications of non-compliance and the corrective actions necessary to owners or occupants of properties found in non-compliance.
- Assists citizens by providing information relative to City codes.
- Issues summonses to appear before municipal judge as necessary; prepares documentation for use in cases where non-compliance results in appearance before the municipal judge.
- Identifies potential building code violations to be reported to the Building Official.
- Enforces the business license ordinance; explains, interprets, and provides guidance on regulations to the public as required.
- Confers with individuals or business representatives by telephone, correspondence, or in person to determine fee assessments and to enforce collection.
- Maintains logs and inspection reports. Prepares a variety of studies, reports, and related information for decision-making purposes.
- Attends trainings, conferences, seminars, and meetings to enhance job knowledge and skills and maintain certifications.
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

PERIPHERAL DUTIES

- Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, and answering the telephone.
- Performs other duties related to the position as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(a) High school diploma or GED equivalent; and

(b) Two (2) years of experience in code enforcement, inspections, construction, law enforcement, business licensing, or a related field; or an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of, or ability to quickly acquire, the SC Business License Standardization Act (Act 176) and the City's business license ordinance.
- Skill in the operation of the tools and equipment listed below.
- Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the public.
- Ability to establish and maintain effective working relationships with a variety of people.
- Ability to prepare clear, accurate reports, correspondence, and case documentation.

Beneficial: Current ICC Property Maintenance certification at time of hire; prior experience with municipal business license administration.

SPECIAL REQUIREMENTS

- Must possess a valid South Carolina driver's license;
- Must be able to pass a criminal background check;
- Must become certified as an ICC Property Maintenance Inspector within one (1) year of employment;

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; motor vehicle; standard office equipment; measurement tools and other related field equipment.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor, and follow established safety rules and practices as posted, instructed and/or discussed. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- Work is performed both in an office setting and in the field; requires operating a motor vehicle.

- The employee is frequently required to walk on uneven terrain, climb stairs, stand for extended periods, bend, stoop, and crouch.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include normal visual acuity, depth perception, field of vision, and color perception.
- While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, dilapidated or unsafe structures, animals, dust, and occasionally confrontational members of the public.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. It does not alter the employee's at-will employment status.