

# City of Americus, GA



**Title: Code Enforcement Officer**  
**Class Code: 1710**

## JOB DESCRIPTION

---

### General Description:

The purpose of this class within the organization is to enforce codes, ordinances and related regulatory requirements for the general public and business entities within the city.

### Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Enforces the City's Code of Ordinances and state or federal regulations related to property maintenance, dilapidated structures, building codes, solid waste, recycling, and environmental codes: conducts site inspections and investigates complaints regarding overgrown lots and unsightly and unsafe property, abandoned vehicles, illegal dumping, garbage collection, solid waste, scrap tires, yard waste, white goods, brown goods, and construction and demolition materials; works with property owners to remedy the problem or violation; issues warning tickets and citations as necessary; and testifies in court as required. Assist the Chief Building Inspector with inspections as needed.
- Serves as the liaison between the Environmental Protection Division and the city for all environmental issues; maintains contact with the regional office to stay informed of changes in watering schedules and other issues; prepares written reports and correspondence required by State of Georgia, EPD, and the city.
- Provides input to City Management regarding new or revisions to the Codes of Ordinances as they pertain to solid waste, litter, and the environment; monitors changes in state and federal regulations for application to City ordinances and enforcement practices; and makes recommendations to staff to resolve problems and researched remedies for related issues.
- Acts as Director of Keep Americus Beautiful: participates in community outreach and public education efforts for environmental issues: makes presentations to educate the public on regulations related to garbage and trash; works with the school system to educate children on issues related to litter and proper disposal; and responds to public questions and complaints.
- Coordinates cleanup efforts with the City and Keep Georgia Beautiful: registers the city with state and nationwide cleanup campaign; oversees and participates in city cleanup efforts; registers volunteers at the site, assigns area for cleanup, hands out supplies; coordinates with sanitation contractor to have waste removed on the day of the event.
- Serves as the City's coordinator for recycling programs and efforts, develops recommendations for the governing body related to recycling and implements policies; seeks, applies for, and informs others of grants related to programs.

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**

Revised: 6/4/2020 (DJ)  
Page 1 of 3



# City of Americus, GA



**Title: Code Enforcement Officer**  
**Class Code: 1710**

## JOB DESCRIPTION

- Responds to violations of City Sanitation Ordinances and Water Restriction violations: investigates complaints that are received by phone, email, work orders, violation logs from sanitation drivers, or in person; after determining the responsible party or property owner the violation is addressed by phone, letter, or in person; issues warnings, citations and pursues other legal action when deemed necessary; appears in court to present cases for environmental citations, abandoned vehicle citations, and failure to abate a nuisance cases.
- Maintains a comprehensive, current knowledge of applicable codes, laws, regulations, and of applicable changes in the laws; maintains professional affiliations and attends workshops and training sessions as appropriate.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college municipal code, law enforcement or closely related field; Requires one year of experience in municipal ordinance, law enforcement or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs light work that involves walking or standing most of the time and involves skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

### Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to extreme noise levels; animals/wildlife.

### Special Certifications and Licenses:

Requires a Level 1 Code Enforcement within one year of date of hire; Requires certification through soil and erosion along with a zoning certification.

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**



# City of Americus, GA

Title: Code Enforcement Officer  
Class Code: 1710



## JOB DESCRIPTION

---

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**

Revised: 6/4/2020 (DJ)  
Page 3 of 3

