

The City of Tega Cay is currently accepting applications for the position of Code Enforcement Officer for the Tega Cay Development Services Department.

Position hours: Full-Time position

Job Duties:

- Inspects and reviews plans of new and renovated structures
- Enforces local, state, and federal regulations for commercial and residential construction
- Reviews plans and documents for code compliance.

Qualifications:

- Requires a vocational/technical diploma in construction, plan review or related field supplemented by three to five years of experience in code enforcement and/or construction management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid driver's license.

Pay Info: \$34,972-\$48,961 depending on qualifications. Excellent benefits package.

How to apply:

For a detailed job description and to apply online, visit www.tegacaysc.org. Applicants may also apply in person at Tega Cay City Hall, Human Resources Department, 7725 Tega Cay Drive, Tega Cay, SC 29708 from 8:30 a.m. to 4:30 p.m., Monday through Friday.

The City of Tega Cay is an Equal Opportunity Employer.

Deadline: Until Filled

**CITY OF TEGA CAY, SOUTH CAROLINA
JOB DESCRIPTION**

JOB TITLE: CODE ENFORCEMENT OFFICER

GENERAL STATEMENT OF JOB

Under general supervision, approves plans and enforces Ordinances related to erosion control, related City Ordinances, State Laws and Statutes. Reviews plans and documents for Code compliance. Performs related technical and administrative work as required. Uses computer and software in completing work assignments. Reports to the Development Services Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides assistance for development and implementation of appropriate Ordinances.

Enforces City Ordinances pertaining to business licenses, signage, zoning, fences and accessory buildings, garage, carport, dock construction.

Administers the City's Code Enforcement Program; keeps abreast of all City Ordinances, State Codes and enforces same; identifies necessary Ordinance enhancements, monitors City activities and enforces Ordinances and Codes as appropriate.

Inspects roadways and public and private property in order to ensure Ordinance compliance within City limits.

Corresponds with contractors, developers and citizens.

Maintains reference files for correspondence.

Develops and implements storm water management, sediment and erosion control programs.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

Requires a vocational/technical diploma in construction, plan review or related field supplemented by three to five years of experience in code enforcement and/or construction management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid S.C. driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment including office equipment, test instruments, hand tools, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for extended periods of time and reach, handle, stoop, kneel, crouch, crawl, push, pull and lift/carry weights of up to fifty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires ability to read a variety of information documentation, safety rules, laws, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals, to determine time and weight. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of algebra, geometry and statistics.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using tools to position, adjust and tighten parts; to operate motor vehicles.

MANUAL DEXTERITY: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to danger or risk to a moderate degree, or to tension as a regular, consistent part of the job.

PHYSICAL COMMUNICATION: Requires the ability to talk and hear: (talking; expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

KNOWLEDGE OF JOB: Has the basic skills to learn, interpret and enforce Ordinance compliance. Is able to explain City Ordinances and State Codes to members of the public. Is able to evaluate storm water management, sediment and erosion control plans, lot plans, for Ordinance compliance. Has the ability to effectively communicate with individuals or groups to better foster good community relations. Must be able to effectively use mathematical formulas to evaluate calculations to determine the feasibility of construction. Has good organizational and technical skills. Has knowledge of computer utilization and computer applications.

QUALITY OF WORK: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public.

QUANTITY OF WORK: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

DEPENDABILITY: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with

directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

ATTENDANCE: Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

INITIATIVE AND ENTHUSIASM: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

JUDGMENT: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

COOPERATION: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

RELATIONSHIPS WITH OTHERS: Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staff and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, other professionals and the general public.

COORDINATION OF WORK: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

SAFETY AND HOUSEKEEPING: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.