



# CITY OF MOULTRIE

## JOB ANNOUNCEMENT

**Position: Code Officer I**  
**Department: Planning and Community Development**  
**Salary: \$36,400.00**  
**Date: April 19, 2024**

### **JOB SUMMARY**

Inspects existing occupied and vacant structures, including single-family, multi-family, and mobile homes and enforces compliance with existing structure code, building codes, and property maintenance code.

Performs a variety of routine to complex duties related to the City's code enforcement and building inspection program, including: the identification, investigation and correction of violations of the City's building, property maintenance, occupancy, and housing codes and City and State building and safety codes and ordinances; completes complex inspections of residential; investigates citizen complaints of quality of life issues; and seeks voluntary compliance.

### **ESSENTIAL FUNCTIONS**

- Inspects existing residential structures for conformance with existing structure codes; orders corrective action and inspects for compliance.
- Conducts homeowners' courtesy inspections and installation inspections.
- Coordinates with other inspectors from Fire Department, and Police Department.
- Receives complaints from tenants and citizens; investigates and resolves complaints according to standard complaint procedures.
- Answers inquiries from the general public property maintenance code regulations.
- Enforces zoning ordinance provisions as they pertain to rental property and housing maintenance, including occupancy and use restrictions.
- Coordinates with Planning, Police, and Fire, as appropriate, to address specific building safety, property maintenance issues.
- Enforces departmental procedures pertaining to dangerous buildings.
- Inspects mobile home parks for conformance with the municipal ordinance.
- Monitors daily activities and trains interns for project work as assigned.

- Enters and tracks inspection and correction data in inspection software system and spreadsheet programs.
- Performs other related duties as assigned.

#### **EDUCATION AND EXPERIENCE**

- Graduation from high school or equivalent, and
- Two (2) years' work experience in building construction and/or relevant code enforcement.
- Knowledge of methods and practices involved in building construction.
- Basic knowledge of computer systems for an office setting, including ability to utilize enforcement software programs and spreadsheets.

#### **LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED**

- Must obtain I.C.C. Code certification as Residential Building Inspector (International Residential Code (IRC) and International Property Maintenance Code (IPMC)) and within a twelve (12) month period of time after employment. Must maintain certification as required by City of Moultrie Building Official or Code Official.

**If you feel you qualify for the above position, you must report to the Human Resources Office to indicate your interest. Position will remain open until filled.**