



Job Title:	Code Compliance Officer	Department/Loc:	Planning and Development
FLSA Classification:	Non-Exempt	Date Drafted:	April 2025
Reports To:	Code Compliance Supervisor		

Position Summary

Under limited supervision, the Code Compliance Officer will be responsible for enforcing all applicable provisions of the City’s municipal code and zoning ordinances that pertain to the development, use, and maintenance of private property. Disseminates code compliance information to the general public and performs related administrative and technical work as assigned. Administers and enforces various ordinances and related codes for nuisance abatement, rental housing, property maintenance, building codes, various environmental codes and other codes as required. The City of Cayce encourages and supports the individual’s professional development.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Manages all aspects of city-wide code compliance, including City, business license, and zoning ordinances.
- Receives and responds to citizen inquiries, requests for assistance and complaints related to municipal code and zoning ordinance regulations, business license regulations, and nuisance abatement.
- Performs field inspections and re-inspections to verify compliance or non-compliance with development standards, nuisance related ordinances, and zoning codes affecting private property.
- Patrols all areas of the City to monitor overall compliance of codes related to the use and maintenance of private property and compliance with business license regulations.
- Maintains an inventory of non-conforming uses, buildings and structures; 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 development standards, codes, and land use regulations.
- Issues summonses to appear before municipal judge as necessary, prepares evidentiary documentation for use in cases where non-compliance results in appearance before the municipal judge.
- Assists with residential building inspections as needed.
- Assists in performing annual inspections on residential rental buildings and grounds to enforce city codes and other related codes and to ensure rental rental properties are registered. Identifies potential building code violations to be reported to the Building Official.
- Operates a vehicle and a variety of equipment such as a computer, radio, telephone, camera, ladders, maps, ticket book, guidebooks, measuring instruments, public records, codebooks, fire extinguishers, etc.
- Enforces the business license ordinance; explains, interprets and provides guidance regarding tax laws and regulations to the public as required
- Works with general contractors and home builders to ensure that all subcontractors are properly licensed and appropriate fees are paid. 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

- Receives, investigates and responds to public inquiries, requests for assistance and complaints regarding the City's zoning ordinance and related activities
- Assists with assigned operations in the planning and zoning areas to achieve goals within available resources
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures
- Enforces and promotes compliance with all provisions of the zoning ordinance, including signage, front-yard parking, over-occupancy, illegal dwelling units, etc.
- Participates in department marketing and public relations efforts; makes public presentations to inform the public about department projects and programs
- 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, answering the telephone, attending meetings, etc.
- Attends training, conferences, seminars, meetings, etc., to enhance job knowledge and skills and maintain certifications
- Provides technical assistance and information to citizens, property owners, land developers, staff members, City officials or other individuals regarding project issues, applicable ordinances, planning/development issues and related issues; responds to questions/complaints and initiates problem resolution
- Follows safety rules and regulations and uses personal protective equipment
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness

Position Responsibilities- Non-Essential/Other

- Serves as a member of various staff committees as assigned
- Other duties as assigned

Essential Skills and Experience

- High level customer service skills
- Must become American Association of Code Enforcement Certified Code Enforcement Administrator within one year
- Must have International Priority Maintenance Certification or ICC Zoning Inspector Certification or able to get within one year
- Skills in the operation of the listed tools and equipment:
 - a. Personal computer, including word processing
 - b. Motor vehicle
 - c. Calculator
 - d. Phone
 - e. Standard office Equipment
 - f. Measurement tools and other related equipment
- Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the public; establish effective working relationships; quickly comprehend the process of business licensing and permitting
- Ability to develop effective interpersonal relationships with a variety of people

Beneficial Skills and Experience

- Associate's Degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education or have the experience and skills to successful perform the position responsibilities

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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