



City of Lake City
P.O. Box 1329
Lake City South Carolina 29560

Division of Building and Code Department

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances.
- Receives and responds to complaints of City code violations and investigates possible infractions; conducts site visits to determine validity of complaints or to enforce codes.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations.
- Attend meetings and serve as a resource to other City departments, the public, and outside agencies; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the public, contractors, business owners, and other interested groups.
- Perform related duties as needed.

QUALIFICATIONS

Education and Experience

- High school diploma or GED; and,
- One year of experience in construction, customer service, code enforcement or related field; or any equivalent combination of training, education, and experience, which provides the required knowledge, skills, and abilities.
- Must possess a valid South Carolina driver's license.

Necessary Knowledge, Skills and Abilities

- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Effective public relations practices.
- Principles and procedures of record keeping.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.

Ability to:

- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Respond to inquiries, complaints, and requests for service.
- Prepare accurate and detailed documentation of investigation findings.
- Research, compile, and collect data.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.

Code Enforcement Officer, City of Lake City

Position Category: Code Enforcement

Position Hours:

Full time, 8:30 a.m. to 5:30 p.m., Monday through Friday

Job Duties:

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations.

Conducts field inspections of alleged code and ordinance violations; prepares written inspection reports; issues warnings and citations; meets with property owners to discuss steps to resolve issues.

Qualifications:

Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Possession of a valid driver's license.

Pay Info: Dependent on qualifications

How to Apply: Completed applications/resumes can be sent to gbodenheimer@cityoflakecity.org. Applications are also available at the City of Lake City Administration Building, 202 Kelley Street, Lake City, SC 29560 from 8:30 a.m. to 5:00 p.m., Monday through Friday. You will need to call (843)374-5421 for assistance.

Deadline for Applications: April 16, 2021

The City of Lake City is an Equal Opportunity Employer.