

**TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION**

Title: Business License Inspector/Code Enforcement Officer
Department: Police
Reports to: Police Chief/Lieutenant

Date: May 14, 2019
Status: Part-time
FLSA status: Non-Exempt

GENERAL PURPOSE

The Business License Inspector/Code Enforcement Officer will be responsible for performing a variety of activities to facilitate compliance with the Town's Zoning and General Codes of Ordinances, including activities involving business licensing, permitting, zoning matters, community outreach, community development and other administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

- 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 Town'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.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; recommends any actions necessary to correct deviations or violations
- Interprets and applies Town comprehensive plan, codes, ordinances and regulations pertaining to zoning, land use, and site development
- Participates in department marketing and public relations efforts; makes public presentations to inform the public about department projects and programs
- Assures that assigned areas of responsibility are performed within budget
- Performs cost control activities
- 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, Town officials or other individuals regarding project issues, applicable ordinances, planning/development issues and related issues; responds to questions/complaints and initiates problem resolution
- Works according to good safety practices as posted, instructed and/or discussed
- Follows safety rules and regulations and uses personal protective equipment
- Maintains prompt and regular attendance; adheres to Town policies and procedures regarding absences and tardiness
- Performs other duties as assigned.

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MINIMUM TRAINING & EXPERIENCE

- Requires Associate’s Degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education
- One year of full-time experience performing investigative work which includes enforcing established laws, codes or regulations such as building, fire, health, land use/zoning, penal or vehicle codes; OR an equivalent combination of training and experience
- 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 general 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 & EXPERIENCE

- Due to the potential for this position to carry out various code enforcement activities, a Class 1 Law Enforcement Certification is preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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

Pushing and Pulling Requirements

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

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Definitions

- *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)

SENSORY REQUIREMENTS:

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

<u>WORK ENVIRONMENT</u>

Working as a code enforcement officer means you'll spend a lot of time at various locations rather than sitting in an office. You may also spend time outdoors in inclement weather. The job risks exposure to no known environmental hazards.

The statements contained in this job description reflect general details as necessary to describe principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or to equalize peak work periods. This is not an employment agreement or contract. The Town of Pine Ridge has the exclusive right to alter this job. The Town of Pine Ridge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Pine Ridge will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee

Date

Supervisor

Date

Chief Frankie Neeley
Pine Ridge Police Department
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West Columbia, SC 29172
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