

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

CODES ENFORCEMENT OFFICER (PS101163)

DEPARTMENT: BUILDING & CODES ENFORCEMENT

JOB SUMMARY/ESSENTIAL FUNCTIONS: Receive, respond, investigate and implement plans for resolving public and law enforcement requests relating to the violation(s) of the County animal control, zoning and development standards and the building code ordinances. Primary duties of this position include but not limited to capturing, controlling, and ensuring proper treatment is given to unwanted or escaped animals in accordance with adopted department procedures, policies and county regulations. Investigate complaints of and perform wellness checks on abused, neglected and other alleged violations involving the mistreatment of animals. Investigate and inspect the alleged violations of the County zoning and development standards ordinance, the building code ordinance, and other related county code violations. Issues citations and presents cases in court which involve presenting evidence, calling and questioning witnesses and testifying in relation to violations involving the animal control, zoning and development standard, and building code ordinances. Distribute information, provide training, and educate the general public on county regulations and the acceptable standards of animal care/containment, property maintenance, building construction and the permitting processes as prescribed by prevailing best management practices, local ordinances, laws and policies. Handle and transport captured animals in compliance with the Berkeley County Animal Control Ordinance and department procedures. Provide support services to the Berkeley County Delinquent Tax Office regarding the tax levy process for unpaid and delinquent property tax. Maintain knowledge and current certifications related to compliance with appropriate procedures and regulations for animal capture, animal containment, animal care, building construction, permitting processes, and zoning and property standard violations. Maintain and safely operate equipment used in the performance of duties related to the position. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent. Minimum of six (6) months related experience.

National Animal Control Association (NACA) certification is preferred. Will be required to obtain a NACA certification during employment.

International Code Council certification for Property Maintenance and Housing Inspector must be obtained within one (1) year of employment. Employee will be separated from employment if required certifications are not obtained within period of time stated and maintained throughout employment.

Valid driver's license for South Carolina. Must have safe driving record.

Knowledge of the Berkeley County area preferred.

Must be comfortable working with all animals.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must frequently lift and/or move up to ninety (90) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. 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.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the Chief Codes Enforcement Officer. The normal work schedule is thirty-seven and one half (37.5) hours per week. Monday through Friday from 8:00 a.m. to 4:00 p.m. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations. **Rotating weekend and holiday "on-call" status required.**

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Codes Enforcement Officer - Grade C18
Entry Base Level Bi-Weekly Pay Range: \$1,022.31 - \$1,175.66

Date of Posting: 08/06/2015
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.