

City of Isle of Palms, SC

Code Enforcement (Evening Shift Tues-Sat)

Job Opening

Salary Range \$45,796 - \$57,245 (based on experience)



The City of Isle of Palms is accepting applications for a Full--Time Code Enforcement. This position is to enforce City Code ensuring compliance throughout the City of rules and regulations. Respond to complaints from property owners and/or referrals, investigates, and research complaints, follow-up on previously cited properties, and enforcement of parking regulations in the City.

BENEFITS: 100% Paid health insurance for employee, 50% premium coverage for dependent(s) 12 paid holidays, 2-weeks' vacation, tuition reimbursement, take home vehicle, uniforms provided.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- One (1) year of experience in interpreting municipal code and enforcement of code; and
- Or equivalent education and/or experience.
- Possession of a valid South Carolina driver's license.

ESSENTIAL JOB FUNCTIONS:

- Receives and responds to public inquiries regarding rental permits and/or licenses and associated laws applicable to same, explaining Isle of Palms Municipal Code requirements and procedures.
- Coordinates with the Building department involving rental permits or licenses, assists with interdepartmental review, enforces compliance with City regulations and ordinances including those pertaining to signs, encroachment rules, land use, nuisance housing, health and safety, wastewater and other matters of public concern.
- Investigates code violations, issues violation warnings and citations, seeks compliance with ordinances and resolutions, interviews complainant and witnesses; conducts investigations and provides recommendations for resolution.
- Actively monitors for business license compliance and takes enforcement action as needed.
- Maintains 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; and draws diagrams and illustrations and takes measurements, photographs and gathers and necessary evidence for code violation case hearings.
- Interprets and explains ordinances to members of the general public, contractors, business owners and other interested groups in the field and on the telephone.
- Reports dangers of defective streets, sidewalks, traffic lights or other hazardous conditions.
- Coordinates and conducts follow-up procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable laws, codes and ordinances; prepare non-compliance cases for legal action; present testimony at hearings; testifies in court when necessary.

How to Apply:

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofirms.com\)](http://cognitofirms.com) and submit an online application.