



City Marshall/Building Official  
City Marshall

CM/01

### **JOB SUMMARY**

This position is responsible for reviewing, permitting, and overseeing construction and enforcing/overseeing enforcement of the City's ordinances including zoning.

### **MAJOR DUTIES**

1. Writes ordinances and keeps up to date on new ordinances that may be needed
2. Issues building permits.
3. Reviews construction plans.
4. Inspects all aspects of construction.
5. Conducts zoning hearings.
6. Supervises code enforcement.
7. Enforces all city ordinances.
8. Manages or assists with repairs on city properties.
9. Enforces national, state, and local building codes.
10. Issues, addresses, and maintains official city map.
11. Maintains zoning map.
12. Manages City RV Park.
13. Receives and addresses complaints from residents.
14. Serves legal processes through City Court.
15. checks water and sewer availability
16. Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

1. Knowledge of building permit software and computers.
2. Knowledge of construction and ability to read blueprints for various sized buildings.
3. Knowledge of national and local building codes and ability to communicate with varies staffing levels on construction site.
4. Knowledge of city ordinances.
5. Knowledge of court procedures, evidence gathering, law and advanced communication skills presenting cases.
6. Skill in oral and written communication.
7. Skill in supervision.
8. Skill in troubleshooting.
9. Skill in repair or locating contractors to repair damaged or non-performing properties.
10. Skill in reading maps, keeping records, and communicating with the public.
11. Skill in interpersonal relations.

### **SUPERVISORY CONTROLS**

The supervisor assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include City of Vidalia Code of Ordinances, federal and state construction codes, Georgia Planning Act, and National Pollution Discharge Elimination System. These guidelines require judgment and selection in application. This position develops department guidelines.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied construction, code enforcement, and technical duties. Law interpretation, codes, legal procedures, and dealing with the public contributes to the complexity of the position.
- The purpose of this position is to review, permit, and oversee construction and enforce/oversee enforcement of the City's ordinances including zoning. Success in this position contributes to the safety and wellbeing of the general public.

## CONTACTS

- Contacts are typically with contractors, city hall staff, general public, Public Works, Planning and Zoning board, City Council, county tax office, Police Department, city attorney, municipal judge, and Fire Department.
- Contacts are typically to provide services and to give or exchange information.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, and stooping. The employee occasionally lifts light and heavy objects and climbs ladders.
- The work is typically performed in an office, in a noisy place or outdoors and occasionally in cold or inclement weather. Work requires use of protective devices such as masks, goggles, and gloves.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel within an area, department, or unit. Direct supervision typically involves the ability to manage schedules, performance, and the interpersonal issues of other employees. It may involve the ability to recommend changes to work priorities or strategies within an area, department, or unit.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field. (preferred, not required)
- Experience sufficient to thoroughly understand the diverse objectives and functions of the position equivalent to three years of related experience
- Be willing to attend Code Enforcement Certification classes in order to gain certification through the UGA Carl Vinson Institute of Government.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia
- Have an oral interview with the hiring authority or his representative (s) to determine such things as applicant's appearance, background, and ability to communicate.
- Only the most qualified applicants will be contacted for an interview. Applications, resumes, and three references are due Friday, February 10, 2023 at 5:00 pm.
- The salary is negotiable but dependent on experience and qualifications.

Applications can be obtained through the City of Vidalia's website at [www.vidaliaga.gov](http://www.vidaliaga.gov). Please mail or email ([mstone@vidaliaga.gov](mailto:mstone@vidaliaga.gov)) your application and resume along with three (3) professional references to the attention of Marsha Stone, HR Director, City of Vidalia, at 114 Jackson Street, Vidalia, Georgia, 30474. Applications may also be obtained in person at the City of Vidalia Administrative Office at the aforementioned address.

The City of Vidalia is an Equal Opportunity Employer.