



<b>Job Title:</b>	<b>Code Compliance Officer</b>	<b>Department/Loc:</b>	<b>Planning and Development</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>	<b>Date Drafted:</b>	<b>February 2026</b>
<b>Reports To:</b>	<b>Building Official</b>	<b>Salary Range: \$38,000.00-\$43,000.00</b>	

**Position Summary**

Under supervision of the Building Official, the Code Compliance Officer will be responsible for enforcing all applicable provisions of the City’s municipal code and zoning ordinances that pertain to the development, use, and maintenance of private property. Disseminates code compliance information to the public and performs related administrative and technical work as assigned. Administers and enforces various ordinances and related codes for nuisance abatement, rental housing, various environmental codes, and other codes as required.

**Position Responsibilities- Essential**

*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.*

- Manages all aspects of city-wide code compliance, including City, business license, and zoning ordinances.
- Receives and responds to citizen inquiries, requests for assistance and complaints related to municipal code and zoning ordinance regulations, business license regulations, and nuisance abatement.
- Performs field inspections and re-inspections to verify compliance or non-compliance with development standards, nuisance related ordinances, and zoning codes affecting private property.
- Patrols all areas of the City to monitor overall compliance of codes related to the use and maintenance of private property and compliance with business license regulations.
- Maintains an inventory of non-conforming uses, buildings, and structures; maintains records of cases where violations are observed, and corrective action is necessary.
- Provides notifications of non-compliance and the corrective actions necessary to owners or occupants of properties found in non-compliance
- Assists citizens by providing information relative to City development standards, codes, and land use regulations.
- Issues summonses to appear before municipal judge as necessary, prepares documentation for use in cases where non-compliance results in appearance before the municipal judge.
- Assists in performing annual inspections on residential rental buildings and grounds to enforce city codes and other related codes and to ensure rental properties are registered. Identifies potential building code violations to be reported to the Building Official.
- Operates a vehicle and a variety of equipment such as a computer, radio, telephone, camera, ladders, maps, ticket book, guidebooks, measuring instruments, public records, codebooks, fire extinguishers, etc.
- Enforces the business license ordinance; explains, interprets, and provides guidance with 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 City'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 City 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 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, City officials or other individuals regarding project issues, applicable ordinances, planning/development issues and related issues; responds to questions/complaints and initiates problem resolution
- Participates in safety training, makes suggestions as necessary; serves on inspection teams when appropriate
- 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 City policies and procedures regarding absences and tardiness

### **Position Responsibilities- Non-Essential/Other**

- Serves as a member of various staff committees as assigned
- Other duties as assigned

### **Essential Skills and Experience**

- Must become ICC Certified as a Property Maintenance Inspector within one year per SCLLR Requirements.
- Skills in the operation of the listed tools and equipment:
  - a. Personal computer, including word processing
  - b. Motor vehicle (Working Hours Only and If needed On-Call)
  - 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 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 and Experience**

ICC Certification and Licensed with South Carolina LLR

**Mental & Physical Demands- ADA Guidelines**

**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**

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

**Pushing and Pulling Requirements**

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

**Definitions**

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|--------------|----------------|---|
| • <b>N/A</b> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <b>O</b>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <b>F</b>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <b>C</b>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

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



*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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