

Overview

Pond & Company, founded in 1965, is a progressive, multi-disciplinary architecture and engineering consulting firm providing all-in-one architecture, engineering, planning and construction management solutions to government, corporate and private sector clients throughout the U.S. and globally.

We have built a solid reputation in our industry for excellence — both in service quality and client satisfaction — and take great pride in continually delivering quality, value and service to our clients through our vast experience, dedicated professionals, rigorous QA/QC programs, expert design services, extensive build capabilities and complete project management solutions. Our consulting services generally fall within one of a few specific market segments; Transportation & Community Development, Federal Facilities, Municipal/Commercial Facilities, Aviation, and Fueling. Our Architectural and Construction divisions manage new project work, as well as, provide support to these other markets. Browse through our homepage at www.pondco.com and learn more about the benefits of being employed, a list of our profiled projects, up-to-date communications and notable awards of excellence. EOE/AA

Job Description

The Code Compliance Manager reports to the Director of Community Development & supervises & manages the activities of the Code Enforcement Unit. Key functions include: (1) coordinate and supervise the code enforcement and compliance functions of the department, and (2) addresses code violation data management, citations, citizen complaints, specific code enforcement, and general code enforcement.

Administrative tasks include directing and overseeing all related court cases through the Municipal Court system, developing and implementing the budget, and performing related operational tasks. The Code Compliance Manager also: responds to questions and concerns providing interpretation and explanation regarding City, State, housing and zoning codes; maintains information on changes in codes; meets with property violators to assist in correcting violations; initiates contact with violators to provide notice of City, State, housing or zoning code violations; and recommend action of discontinuing, removing or correcting the cause of the violation. He/she oversees field investigations and enforcement of the housing codes on unsafe structures, dilapidated housing or housing that is noncompliant with codes; assists the building division to condemn unsafe housing; provides notification to tenants of required vacancy dates.

This position will physically work within offices in local city/county governments but will work as an employee of Pond & Company. For more information on the arrangements for this position, please contact hr@pondco.com. EOE/AA.

Minimum Qualifications

High school diploma or GED; five year(s) of experience interpreting, enforcing, and administering City or County codes and zoning ordinances with related supervisory or management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.