

# Columbus Consolidated Government Sign & licensing Inspector - G116

**SALARY** \$17.56 Hourly

**LOCATION** Columbus, GA

**JOB TYPE** Full-Time Regular

**JOB NUMBER** 2025-00000102

**DEPARTMENT** Inspections and Codes Enforcement

**DIVISION** Inspections and Codes

**OPENING DATE** 02/14/2025

**CLOSING DATE** 2/28/2025 11:59 PM Eastern

## Major Duties and Responsibilities

This position enforces certain provisions of the City's Sign Ordinance to include illegal signs on the ROW.

- Responsible for enforcing the City Sign Ordinance by collecting signs on ROW and illegal signs installed by commercial businesses including flag signs and banners.
- The employee is also responsible for enforcing the City's business and alcohol license requirements in coordination with the Finance Department.
- Enforce City Sign Ordinance violations on private property.
- The employee will have to stop on roadways to collect illegally placed signs.
- Create and maintain a department filing system.
- Attend Court Hearings for Citations issued.
- Maintain records related to enforcement actions.
- Performs other related duties as assigned.

## Knowledge, Skills and Abilities

- Knowledge of the city Sign Ordinance and zoning regulations.
- Knowledge of the city's business and alcohol license ordinances and regulations.
- Knowledge of governmental policies and procedures relating to the installation, construction, maintenance, removal, relocation, alteration, or permitting of signs.
- Knowledge of court procedures related to the sign ordinances.
- Knowledge of the geography of the city and other local areas.
- Skill in problem-solving and decision-making.
- Skill in operating standard office equipment.
- Skill in oral and written communication.

## **Minimum Educational and Training Requirements**

Knowledge and level of competency are commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. This position requires the employee to be sworn in by the Columbus Police Department, which may involve additional criminal history background checks. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

## **Physical Requirements**

The work is typically performed while sitting at a desk or table. The employee must occasionally lift light objects. Additionally, the following physical abilities are required:

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Climbing – ascending, descending ladders, stairs, ramps, requires body agility.
- Crawling – moving about on hands, knees, or hands, feet.
- Crouching – bending body forward by bending leg, spine.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Pulling - use upper extremities to exert force, haul or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.

- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Standing – for sustained periods of time.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.
- Talking 1- expressing ideas by spoken word.
- Talking 2 – shouting to be heard above ambient noise.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.
- Visual Acuity 4 - operate motor vehicles/heavy equipment.
- Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.
- Walking - on foot to accomplish tasks, long distances, or site to site.

The work is typically performed outside and requires the ability to remove signs from the right of way.

## Benefits

**The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package. Benefits include the following:**

- Low-cost Medical Insurance
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit
- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan
- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

**Take advantage of these free and discounted City Services offered to all City Employees.**

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free

- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts
- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

### **Retirement Plan**

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work in General Government and in Public Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten years, and the current pension contribution rate is 8% of your gross salary.

### **Supplemental Retirement Plan**

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

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### **Employer**

Columbus Consolidated Government

### **Address**

City Hall  
1111 1st Avenue  
Columbus, Georgia, 31901

### **Phone**

706-225-4059

### **Website**

<http://www.columbusga.gov/HR>