

City of Gaffney



Job Posting: Part-Time Code Enforcement Officer

General Purpose:

- Performs a variety of routine and complex administrative and technical work in administering various codes by answering compliance questions and conducting on-site inspections.
- Works under the general supervision of the City Engineer and Building Inspector.
- Salary based on qualifications and applicable certifications

Essential Duties and Responsibilities:

- Performs on-site inspection of parcels and structures for code compliance; submits inspection results to appropriate parties.
- Issues citations and attends court for individuals with uncorrected code violations; represents the City on City code violations and other matters in hearings.
- Assists in enforcement of local ordinances as necessary. Maintains accurate and complete records of activities.

Desired Qualifications:

- High School diploma or GED equivalent with additional training in various types of inspections, construction or related areas.
- Education supplemented by technical certifications in building technology, construction management, mechanical, electrical, plumbing or building construction, and
- Two (2) years of experience in code enforcement or closely related fields; or
- Any equivalent combination of education and experience
- Valid Driver's License or ability to obtain by DOH

If additional information is needed, please contact Carrie Smith. csmith@cityofgaffney-sc.gov

Application package must include the following: Application, resume, and cover letter.

An application may be obtained at Gaffney City Hall, Second Floor
201 N. Limestone Street, Gaffney, SC 29340

Or <http://www.getintogaffney.com/employment-opportunities/>

Position open until filled

Submission may be made in person to City Hall –Attn: Human Resources

or via mail to P.O. Box 2109 Gaffney, SC 29342

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER