

## City of Gaffney Job Posting



### Community Development Department Code Enforcement Officer: Full Time

#### **General Duties:**

- Responds to complaints of City code violations and investigates possible infractions. Conducts site visits to determine validity of complaints or to enforce codes. Takes and files photographs to document violations.
- Maintains records of enforcement activities: enters data regarding work activities and violations into computer system; maintains comprehensive case files.
- Receives and responds to citizens and funeral service providers regarding City cemetery requests including, burial requests, burial permits, burial plot sales, headstone installations and cemetery information requests.

#### **Desired Minimum Qualifications:**

- High school diploma or GED is required.
- One year of experience in inspections, code enforcement, building or construction trade or related field is preferred.
- Must be proficient in the operation of a personal computer (particularly Microsoft Office Suite) to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

#### **Specific License or Certification Required:**

- Must possess and maintain a valid driver's license.

#### **Benefits:**

- Excellent benefit package includes paid medical, dental, vision, life insurance, twelve (12) paid holidays, PTO accrual, SCRS Retirement and more.

\*If additional information is needed, please contact [csmith@cityofgaffney-sc.gov](mailto:csmith@cityofgaffney-sc.gov) .

Applications can be obtained online @<http://www.getintogaffney.com/employment-opportunities/> or at Gaffney City Hall, 2<sup>nd</sup> Floor. You may attach any additional certifications. The application must be completed in full before being submitted, by email, in person, or by mail.

**Email:** [applications@cityofgaffney-sc.gov](mailto:applications@cityofgaffney-sc.gov)

**In person:** Gaffney City Hall, Second Floor, 201 N. Limestone Street, Gaffney, SC 29340

**Mailing address:** Gaffney City Hall Second Floor, P.O. Box 2109, Gaffney, SC 29342

**Position open until filled.**

**AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**