



Human Resources Department
Kristi Ash, HR Director
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Job Title:	Code Enforcement Officer
Closing Date/Time:	Open Until Filled
Salary:	\$14.58
Job Type:	Full Time
Department:	Planning & Development Department

The City of Loganville Planning & Development Department is seeking a full-time Code Enforcement Officer. This is technical work responsible for enforcing the City's zoning ordinances, development regulations and other City Codes/Ordinances. Work involves field inspections, issuing citations and responding to citizen complaints.

Major Duties:

- Conduct field inspection of alleged violations of city codes/ordinances. Issue warnings and citations when violations are proven.
- Prepare written reports of inspections as specified by department procedures.
- Acts as liaison between the complaints, alleged violators and the City.
- Prepares cases for trial and represents the department in court proceedings regarding violations of city codes/ordinances.
- Assist in the enforcement of City Sign Ordinance. Includes physical removal of illegal signs located in public right-of-way.
- Assist in building inspections.
- Assist with monitoring the activities of project developers and builders. Ensures that all aspects of erosion and sediment control measures are in compliance with applicable laws and ordinances.
- Assist the Occupational Tax Clerk in the required renewal of City Business Licenses.
- Assist in administrative duties to include maintaining records and/or photographs of all inspections and completing inspection log, daily activity reports and various other reports.
- Respond the complaints from the City Administration, Council, Departments, and Citizens regarding infractions/violations.
- Performs other related duties as assigned.

Graduation from high school or GED equivalent; valid Georgia Driver's License (Class C), satisfactory Motor Vehicle Record; Associates degree or technical courses preferred; one year experience in code enforcement or government planning, zoning and development; equivalent combination of education and experience. Have or obtain Level I Georgia Association of Code Enforcement (GACE) certification within 24 months. In addition, must possess an acceptable Criminal Background and pass a Drug Screen.

Full-time benefits include: Health, Life and Dental Insurance, Paid Holidays, Vacation, and Sick Leave. Applications are available at City Hall or on our website at www.loganville-ga.gov. Submit completed application to City Hall, 4303 Lawrenceville Road, Loganville, GA, 30052, Attn: Human Resources Director. Resumes will **NOT** be accepted in lieu of Application.

The City of Loganville is an Equal Opportunity Employer.

Posted 11/07/2018