



JOB OPENING

Troup County Government

Position: Code Enforcement Officer	Dept: Building and Zoning	Salary: \$ 14.07/Hr
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This position is responsible for enforcing all Georgia State and Troup County Codes/Ordinances; including environmental issues, sanitation problems, business licenses, building permits, public nuisances, illegal signs, etc. This position is also responsible for performing new residential and commercial building code inspections and will also assist the general public, law enforcement and other personnel by performing a variety of public relations activities, technical/clerical support and other activities related to law enforcement.

The qualified candidate will have:

- ⇒ Georgia POST Certification as a law enforcement officer or obtain certification within 3 months of employment
- ⇒ Complete the necessary Georgia POST Certification approved continuing education training each year
- ⇒ High school diploma or GED with one to two years related experience and/or training or equivalent combination of education and experience
- ⇒ ICC Certified Residential Building Inspector and ICC Certified Commercial Building Inspector is preferred
- ⇒ Georgia Soil and Water Conservation Commission - Level 1A and 1B Certification is preferred
- ⇒ Must be at least 21 years of age and possess a current valid driver's license
- ⇒ No felony convictions, convictions of domestic violence or have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law
- ⇒ Driving record must be free of disqualifying traffic violations as set forth in Troup County guidelines
- ⇒ Knowledge of Microsoft Office, Outlook, Excel and Word
- ⇒ Must be fingerprinted and a search made of local, state and national fingerprint files to disclose any criminal record
- ⇒ Must possess good moral character as determined by investigation under established procedure
- ⇒ Must be free from any physical, emotional or mental conditions which may adversely affect the exercising of the powers or duties of a peace officer
- ⇒ Excellent verbal, written and interpersonal communication skills
- ⇒ Knowledge of the judicial system and the geographical layout of Troup County; Ability to read maps
- ⇒ Skill in operating an automobile and in the use of a firearm
- ⇒ Ability to work in a cooperative manner with multiple Troup County Departments and the general public in a professional and courteous manner

Essential duties and responsibilities include the following:

- ⇒ Documents, responds and investigates citizen complaints concerning violations of Georgia State and Troup County Codes/Ordinances; including environmental issues, sanitation problems, business licenses, building permits, public nuisances, illegal signs, unsafe buildings, illegal dumping, littering, inoperable or junk vehicles, dilapidated structures, property maintenance and erosion/sediment control inspections
- ⇒ Responsible for performing new residential and commercial building code inspections
- ⇒ Takes the necessary corrective action to fix all code/ordinance violations and provide follow-up for all concerned parties
- ⇒ Assists the general public, law enforcement and other personnel by performing a variety of public relations activities, technical/clerical support and other activities related to law enforcement. Assists with Building & Zoning activities
- ⇒ Issues citations and warrants from the Magistrate and/or State Court for violation of various County and/or State Ordinances
- ⇒ Gathers, preserves, identifies and records all information from potential code/ordinance violations and presents the findings in court, if required; Prepares required reports and maintains proper records of daily job activities
- ⇒ Monitors, informs, documents and enforces all Georgia State and/or Troup County Codes/Ordinances
- ⇒ Performs all other related duties as assigned

The Senior Building Official reviews work assignments and gives specific instructions and/or assistance when guidance or back up is needed. Work requires independent judgment and discretion in difficult or unusual situations. Work involves personal danger.

Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #: 03162017 Code Enforcement Officer

Grade: 13

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Tod Tentler

Tod Tentler, County Manager

Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace