



HUMAN RESOURCES DEPARTMENT
478-825-2535
EMAIL: HR@PEACOUNTY.NET
213 PERSON STREET, FORT VALLEY, GA 31030

The Peach County Board of Commissioners is now accepting applications for the following vacancy:

Position: Code Enforcement Inspector
Department: Peach County Marshal's Office
Salary: \$25.27/hour (\$52,561.60 Annually)
Schedule: M-F
Application Deadline: Until Filled

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

The Code Enforcement Inspector enforces County zoning ordinances; travels throughout the County to visually inspect zoning sites; receives and investigates complaints of potential violations; conducts site reviews and inspections; and documents complaints and findings.

Identifies violations to zoning ordinances; gathers other evidence as appropriate; prepares and issues code violation citations or warnings; identifies necessary corrective action; discusses violations with property owners, business owners, residents, and other interested parties; and issues condemnation papers as necessary.

Prepares documentation for adjudicated cases; consults with County Attorneys on court cases; and testifies in court.

Consults with property owners, business owners, and the general public regarding zoning ordinances; responds to questions, complaints and/or requests for information; and explains and interprets Department policies and procedures, ordinances and Code.

Receives, reviews and processes applications for a variety of business-related licenses including occupational tax license, alcohol license, adult entertainment license and adult entertainer's license; issues licenses and collects and receipts fees

Performs a variety of administrative duties in support of enforcement work; plans daily site visits; prepares and maintains records; prepares correspondence, memos, production reports and case updates; and maintains records of violations, documentation, and actions taken.

Investigates complaints of dangerous dogs; and initiates appropriate action to quarantine or secure dangerous dogs.

Assists other departments and staff upon request including building inspectors, the Health department, Sheriff's office, and Fire and Emergency Medical Services departments.

Operates an assigned vehicle, radio, firearms, and general office equipment in the performance of essential functions; and maintains assigned vehicle and equipment.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by law enforcement training and technical training pertaining to County Codes and ordinances; requires a minimum of three (3) years' experience interpreting and enforcing County Codes and ordinances; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain Basic Law Enforcement certification and a Georgia driver's license.

To Apply: Applications for employment may be obtained at the Peach County Commissioners' Office or website at www.peachcounty.net/jobs. For additional information contact Peach County Human Resources Department

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Fort Valley, GA 31030
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