

VACANT POSITION

DEPARTMENT: Code Enforcement

OBTAIN APPLICATION: <http://spaldingcounty.com/careers>

SUBMIT APPLICATIONS TO: employment@spaldingcounty.com or 119 E. Solomon Street, HR Office

CLOSING DATE: Position will remain open until filled

Job Title: Chief Code Enforcement Officer (Position #1316)
Salary: Pay Grade PS22; Hiring Salary \$64,376 per year
Work Schedule: M-F; 7:30 – 4:30, some weekends

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School Diploma or state-awarded GED required (Bachelor's degree in Criminal Justice or related field preferred) with a minimum of two to four years of code enforcement, law enforcement, and/or building inspection experience (or related); Georgia Law Enforcement Command College (Professional Management Program (PMP) or Executive College graduate) or any combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position. Must be a P.O.S.T. certified law enforcement officer. Must have knowledge of the various applicable codes and laws required in the performance of this position. Must successfully complete mandatory Sheriff's Office training as required. Must maintain required level of proficiency and certification in the use of firearms, and evasive action/driving skills. Must possess and maintain a valid Class C Georgia Driver's License.

GENERAL STATEMENT OF JOB: Under limited supervision, is responsible for enforcing County Codes and state and local laws relating to public safety and welfare. Reports to the County Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of law enforcement equipment and automated office machines which includes computer, printer, facsimile machine, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for physically active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Supervises the department's code enforcement function, including overseeing the Animal Control Department.

Enforces Zoning Regulations, Federal and State regulations, County Ordinances, and standard building codes; ensures that all operating businesses are in possession of a current license to do business in the County.

Explains violations to contractors and citizens in ensuring corrections are made in compliance with County ordinances and building codes.

Issues code compliance notices and official correction notices to inform violators of discrepancies and compliance deadlines. Issues citations/summonses to code violators.

Collects, evaluates, records and preserves evidence; interviews witnesses and gathers information; takes and files photographs to document violations; prepares evidence for court cases; testifies in court, as needed; performs follow-up site inspections, as required.

Maintains comprehensive records of enforcement activities. Enters data into computer system; prepares and sets up files; sorts/organizes documents; files documents in designated order; retrieves/replaces files, conducts records maintenance activities in compliance with guidelines governing records retention.

Performs miscellaneous duties such as answering incoming calls, assisting in zoning matters, maintaining files, etc.

Represents the County in Magistrate and/or State Court. Testifies in court; serves as a witness in court as required; provides physical evidence when necessary.

Responds to calls and complaints relayed by county departments.

Plans, schedules and assigns work assignments, as necessary.

Prepares, processes, and/or transmits various reports and forms.

Apprehends, arrests, and detains criminal suspects and law violators when necessary; follows proper Sheriff's Office procedures when making arrests.

Oversees the departmental budget.

Develops and maintains policy, procedures and regulations, as necessary.

Performs other related duties as required.

July 8, 2026
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