



JOB TITLE: Code Enforcement Officer

DEPARTMENT: Planning and Zoning Department, City of Cartersville

SCHEDULE: Work schedule consists of 10-hour shifts; Saturdays may be required

JOB SUMMARY: The Code Enforcement Officer is responsible for enforcing city ordinances and regulations related to zoning, property maintenance, nuisance abatement, signage, solid waste, and public safety. This position conducts inspections, investigates complaints, works directly with residents and property owners, and ensures compliance with applicable codes and ordinances to help maintain the health, safety, and appearance of the community.

MAJOR DUTIES:

- Enforces city ordinances, zoning regulations, property maintenance standards, nuisance abatement codes, sign regulations, and related municipal codes.
- Conducts field inspections and investigations of residential, commercial, and undeveloped properties.
- Responds to citizen complaints and follows up on reported violations.
- Issues notices of violation, citations, and related enforcement documentation.
- Maintains accurate records, photographs, reports, and case files.
- Meets and communicates with property owners, tenants, contractors, business owners, and the public regarding compliance issues.
- Conducts follow-up inspections to verify corrective actions and compliance.
- Prepares cases and presents evidence in municipal court as required.
- Serves legal notices and court documents related to enforcement actions.
- Coordinates enforcement activities with other city departments and outside agencies.
- Assists with removal or correction of illegal signage and right-of-way violations.
- Reviews permits, site conditions, and development activities for ordinance compliance as assigned.
- Provides information and education to the public regarding city ordinances and code requirements.
- Responds professionally and effectively to difficult or confrontational situations.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of municipal codes, zoning ordinances, and code enforcement procedures.
- Knowledge of investigation techniques and legal documentation practices.
- Ability to interpret and apply city ordinances and regulations consistently and fairly.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare accurate reports and maintain detailed records.



- Skill in conflict resolution and customer service.
- Ability to establish and maintain effective working relationships with coworkers, officials, and the public.
- Ability to work independently and exercise sound judgment.
- Proficiency in basic computer applications and office software.

MINIMUM QUALIFICATIONS

- High school diploma or GED required; additional coursework in criminal justice, public administration, planning, construction, or related field preferred.
- Experience in code enforcement, law enforcement, inspections, construction, zoning, or related field preferred.
- Possession of or ability to obtain applicable state or local certifications related to code enforcement. (Example: ICC Certification relevant to International Property Maintenance Code)
- Valid Georgia driver's license with acceptable driving record.

SUPERVISORY CONTROLS: Works under the general supervision of the Director or assigned supervisor. Exercises independent judgment in conducting inspections, investigations, and enforcement activities in accordance with established policies and procedures.

GUIDELINES: Guidelines include city ordinances, departmental procedures, zoning regulations, legal requirements, and applicable state and federal laws. Judgment and discretion are required in interpreting and applying regulations to specific situations.

COMPLEXITY: Work involves investigating violations, interpreting regulations, resolving compliance issues, and coordinating enforcement actions. Work may involve difficult interactions and sensitive situations requiring diplomacy and sound judgment.

SCOPE AND EFFECT: The purpose of this position is to promote compliance with city ordinances and maintain community safety, appearance, and quality of life.

PERSONAL CONTACTS: Frequent contact with citizens, property owners, contractors, attorneys, court personnel, city employees, and outside agencies.

PURPOSE OF CONTACTS: Provides information, enforce regulations, resolve complaints, coordinate compliance efforts, and represent the department in enforcement matters

PHYSICAL DEMANDS: The work requires walking, standing, bending, climbing stairs, and operating a motor vehicle during inspections and investigations. Work may involve exposure to outdoor weather conditions.

WORK ENVIRONMENT: Work is performed in both office and field environments with occasional exposure to hazardous or unpleasant conditions during inspections.



SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

The City of Cartersville is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other protected status.

Interested in applying?

[Employment Application](#)

**Complete application and email Cover letter, Resume, with Qualifications to:
hr@cityofcartersville.org.**

Director of Building, Planning, Zoning, and Community Development

Reports to: County Administrator

Grade:

Classification: Exempt

Date Approved:

Job Summary

This position directs all current and long-range County planning, manages the County's building permitting and inspection program, Erosion & Sedimentation Control program, zoning, subdivision development and regulations, code enforcement, timber, business license, alcohol license and permitting, and all associated duties in adherence with County codes, policies, and procedures. Serves as advisor to the Planning and Zoning Commission, Board of Appeals, and County Administrator in all areas of the department's responsibilities. Reports to the County Administrator.

Essential Functions

Serves as County Building, Planning, Zoning, and Community Development Director and is responsible for development and implementation of policies and procedures related to planning and zoning. Assists the County Administrator and Board of Commissioners in developing and maintaining a comprehensive plan and development regulations.

Supervises, hires, directs, and evaluates assigned staff, handles employee concerns and problems, directs work; and counsels employees as the need may arise.

Enforces the Zoning Ordinance, including the County's subdivision regulations and advises appropriate parties regarding the application review process. Recommends and assists in the development of subdivision regulations, land use, comprehensive plan, and other related ordinances and regulations. Receives and reviews new building and subdivision plans to ensure that proposed development and construction meets the codes and regulations of Meriwether County and is properly zoned.

Reviews plans and issues permits for new commercial/industrial projects to assure compliance with all County rules, codes, and regulations.

Reviews applications for rezoning to verify current land use and evaluates proposed future use.

Prepares timely report for review by the Planning and Zoning Commission, Board of Appeals and Board of Commissioners. Report shall include department analysis and recommendations.

Assists in the management of County's comprehensive plan and short-term work programs and presents new plan proposals to the County Administrator and Board of Commissioners for approval. Preserves goals of land use plan by designing zoning, subdivision, and other pertinent planning ordinances to assure compliance with the plan.

Serves as staff advisor for the Board of Appeals and Planning and Zoning Commission; prepares correspondence as directed, establishes meeting agendas, analyzes requests, advertises and posts property on rezoning, road closures, etc., conducts site inspections, and recommends action. Also directs preparation of minutes for Board of Appeals and Planning and Zoning Commission meetings. Amends existing zoning ordinances when necessary and develops new ordinances as needed for review by County Administrator and approval by the Board of Commissioners.

Supervises building inspection process and assists on special projects. Communicates with other state and county departments in the development and implementation of department policies and procedures.

Assists in reviewing and updating Service Delivery Strategy as needed.

Responds to various questions from citizens regarding planning, zoning, E & S control, business and alcohol licenses, timber, building inspection and land development issues and provides information concerning County rules, codes, and regulations as they relate to these areas of responsibility.

Ensures that zoning maps, county codes, and all other office records of the department are accurate and properly maintained. Uses GIS and other technology to assist in the management and efficient retrieval of needed records.

Develops necessary office procedures, policies, forms, and applications.

Develops and manages office budget and monitors department expenditures to efficiently deliver department services.

Ensures compliance with Local, State and Federal laws and regulations that impact the County as they relate to comprehensive planning, land-use, and development. May also ensure compliance with other State and Federal laws and regulations as assigned by the County Administrator.

Assists in the coordination of administration of grants, including but not limited to Community Services Block Grant (CSBG), Community Home Improvement Grant (CHIP), and Community Development Block Grant (CDBG). May include other State and Federal grant programs as assigned.

Is the local issuing authority for Meriwether County.

Reports DRI's to the state.

Manages the County Code Enforcement program, directing the office administration and supervising field procedures used in code enforcement efforts.

Attends staff meetings, workshops, and conferences to provide assistance and make recommendations to the County Administrator on various matters concerning the County. Attends and participates in public hearings to discuss, develop, and explain plans and recommendations to citizens. Makes presentations to citizens and professional organizations regarding comprehensive planning and other community development issues.

Coordinates County planning activities with similar activities undertaken by any local, regional, state, or federal agencies. Serves on related task forces and panel as needed.

Responsible for issuing and managing business licenses and alcohol licenses for Meriwether County.

Responsible for management, permitting, and enforcement of timber harvesting regulation.

Works with all County departments to share information to more effectively manage County operations

Works with all local governments, Regional Commissions, and other state and local agencies on matters related to duties and responsibilities of this department.

Represents Meriwether County in court and hearings as necessary for enforcement of county codes and regulations.

Represents Meriwether County in State, local, and regional meetings, as necessary.

Assists local municipalities with code enforcement and building inspections as assigned.

Additional Responsibilities

Any other related responsibilities as assigned.

Knowledge, Skills, and Abilities Required for Job Performance

Requires Bachelor's Degree in planning (or a related field) from an accredited college or university and/or five years of supervisory/managerial experience in governmental/regional planning and/or local government administration as directly related to governmental service delivery; or a Master's Degree in planning (or a related field) and/or three years of supervisory/managerial experience in governmental/regional planning or local government administration as directly related to governmental service delivery; or any equivalent combination of education, training and experience. Must be proficient in Microsoft Word, Excel, PowerPoint, and Outlook and familiar with GIS. Experience in administration of building permitting and inspection and E & S property preferred. Must possess and maintain a valid Georgia driver's license.

Working Conditions/Physical Demands

Work is generally done in an office setting but will require inspections and visits to locations outside the office. This position requires the employee to sit, use electronic communication equipment, stop, bending, crouching, climbing ladders, and often riding in various vehicles. This position may require lifting items up to fifty pounds without accommodation. This position requires the operation of a motor vehicle. This position requires that the employee be in good physical condition to post signs, perform site inspections, and ensure that zoning ordinances are followed. This position may require you to