

**McDUFFIE COUNTY, GEORGIA**  
**CLASS SPECIFICATION**

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**Job Title:** Code Enforcement Officer  
**Dept:** Planning & Zoning

**Dept. Code:** 7400  
**Date:** 1/2024

**JOB SUMMARY:**

The purpose of this position is to enforce the codes and ordinances of McDuffie County, and support all activities broadly categorized as Community Development. This position is responsible for performing inspections and enforcement in connection with codes and/or ordinances, or any applicable codes and ordinances as may now or in the future be assigned. In addition, this position investigates and determines the existence of code/ordinance, issuing notices of violations and citations, and recommends corrective actions (including time frames) to bring about compliance.

**JOB ESSENTIAL FUNCTIONS:**

- Enforce the following ordinances: Building, Soil Erosion, Storm-water, Subdivision, Zoning, Signage, Clean Community, Animal Control, and others as adopted and/or amended.
- Assist with the administration, enforcement and interpretation of the Standard Codes pertaining to Housing and Unsafe Building Abatement, and others as adopted and/or amended.
- Issue citations for violations of any ordinances or codes.
- Prepare written reports and correspondence. Occasionally will prepare and present oral reports.
- Respond to telephone and personal inquiries pertaining to ordinance and code information, inspection(s), and enforcement.
- Assists with animal control operations as required.
- Other projects and related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of ordinances and codes of the State of Georgia and McDuffie County.
- Knowledge of occupational hazards and standard safety practices necessary in the area of building inspections.
- Knowledge of Microsoft Office, Word, Excel, Power Point, and MIS-GIS systems.
- Knowledge of Geographic Information Systems (GIS).
- Knowledge of records keeping systems.
- Skill to deal with individuals in the general public sector, peers within local government, and individuals within State and Federal Governmental agencies.
- Skill in verbal and written communication.
- Ability to research for data, property information, etc. using internet information.
- Ability to prepare and present reports to County Manager and County Commission.
- Ability to deal with the public in a courteous manner and tolerate continuous interruptions.

- Preferred knowledge of building construction techniques and materials, including current ICC Codes.

**SCOPE AND EFFECT:**

- The purpose of this position is to enforce the codes and ordinances of McDuffie County, and support all activities broadly categorized as Community Development.

**PHYSICAL DEMANDS:**

- Work is performed with employee intermittently sitting, standing, crawling, stooping, bending, crouching, stretching, walking and reaching with the hands and arms. Employee must lift light objects frequently, lift heavy objects occasionally, and climb ladders. Work is performed inside houses, buildings and outdoors where employee is occasionally exposed to cold, hot, or inclement weather. Employee may be exposed to dust, dirt, grease, smoke, fumes, irritating chemicals or toxic conditions. Employee must wear protective devices such as hard hats, masks or gloves when required.

**MINIMUM QUALIFICATIONS:**

- Must hold a high school diploma or equivalent.
- At least one year of related experience required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Knowledge of building construction, preferred.
- Training in law enforcement, preferred.