

Date posted: June 15, 2026

Job Title: Part-Time Code Enforcement Officer

Location: City of Arcade

3325 Athens Hwy

Jefferson, GA 30549

Position Summary

The Code Enforcement Officer works closely with residents, businesses, contractors, city departments, and legal counsel to educate the public, resolve violations, prepare court cases, and support the fair and consistent enforcement of local codes.

Essential Duties and Responsibilities

Code Enforcement

- Investigates complaints regarding violations of city ordinances, nuisance regulations, and property maintenance standards.
- Conducts routine inspections of residential and commercial properties to ensure compliance with applicable municipal codes.
- Identifies, documents, and photographs violations and maintains detailed inspection records.
- Issues warning notices, citations, compliance orders, and other enforcement documents in accordance with city ordinances and established procedures.
- Conducts follow-up inspections to verify corrective actions and compliance.
- Maintains accurate records of complaints, inspections, violations, enforcement actions, and case histories.
- Prepares reports, correspondence, notices, and legal documentation related to enforcement activities.

Property Maintenance and Nuisance Abatement

- Inspects properties for overgrown vegetation, junk vehicles, debris, litter, unsafe conditions, and other nuisance violations.
- Enforces minimum property maintenance standards established by city ordinances.
- Investigates abandoned, vacant, or dilapidated structures and properties.
- Coordinates nuisance abatement and cleanup efforts when corrective action is not completed by responsible parties.
- Monitors ongoing compliance and recommends further enforcement action when necessary.

Public Health and Safety

- Investigates and addresses public nuisances that threaten health, safety, or welfare.
- Responds to complaints involving hazardous conditions, illegal dumping, litter violations, and environmental concerns.
- Coordinates enforcement activities with public works, law enforcement, fire services, health agencies, and other governmental organizations as appropriate.
- Assists in identifying and mitigating conditions that may endanger the public or negatively impact the community.

Customer Service and Public Education

- Educates residents, property owners, businesses, and contractors regarding city ordinances, code requirements, and compliance procedures.
- Explains violation notices, corrective actions, and enforcement processes.
- Provides information regarding applicable city regulations and ordinances.
- Works collaboratively with property owners and residents to achieve voluntary compliance whenever possible.
- Responds to citizen inquiries, complaints, and requests in a professional and courteous manner.

Administrative and Legal Responsibilities

- Researches property ownership, compliance history, and related records necessary for enforcement actions.
- Assists with the interpretation and application of city ordinances and regulations.
- Prepares cases for municipal court proceedings and administrative hearings.
- Appears in court and provides testimony regarding inspections, violations, and enforcement actions.
- Coordinates with city administration, legal counsel, and other agencies regarding code enforcement matters.
- Recommends revisions to ordinances, policies, and enforcement procedures as needed.

Knowledge, Skills, and Abilities

- Knowledge of municipal ordinances, property maintenance standards, nuisance regulations, and code enforcement principles.
- Ability to interpret and enforce codes, ordinances, and regulations fairly, consistently, and professionally.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prepare accurate reports, records, and legal documentation.
- Ability to establish and maintain effective working relationships with residents, businesses, contractors, elected officials, and fellow employees.

- Ability to investigate complaints, gather evidence, and present findings clearly and objectively.
- Ability to exercise sound judgment and discretion while handling sensitive situations.

Minimum Qualifications

- High school diploma or GED required.
- Experience in code enforcement, public administration, law enforcement, inspections, planning and zoning, property maintenance, construction, or a related field preferred but not required.
- Valid Georgia driver's license with an acceptable driving record.
- Ability to obtain any certifications required by state or local regulations.

Other Duties

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them.

Schedule:

Part-time, approximately 8-16 hours per week.

Monday – Friday 8:00 am – 4:30 pm

Pay:

\$18.00 per hour, depending on experience.

To Apply:

Come by the Arcade City Hall and fill out an Application Packet.

Monday - Friday

8:00 AM - 4:30 PM