

## City of Gaffney



### **Job Posting: Zoning Administrator/Grants Coordinator**

#### Salary and Benefits:

- Salary based on qualifications and applicable certifications
- Excellent benefit package includes paid medical, dental, vision, life insurance, twelve (12) paid holidays, PTO accrual, Retirement enrollment, and more.

#### Essential job functions include:

- Review site plans and other documents for zoning and code compliance
- Administer and enforce zoning ordinance, land development regulations, and local ordinances as necessary.
- Assist in revisions of zoning ordinances and policies. Gather, interpret, and prepare data for studies, reports, and presentations as needed.
- Provide technical assistance to Planning Commission, Board of Zoning Appeals and Architectural Review Board. Prepares agenda, attends meeting, and ensures compliance with the FOIA.
- Research public and private grant opportunities, prepare and submit the applications, and administer all documents relating to the awarded grants by deadlines required.

#### Desired Qualifications:

- College degree preferred, supplemented with additional training in various types of inspections, construction or related areas, and
- Two (2) years of experience in administrative services or closely related fields; or
- Any equivalent combination of education and experience
- Valid Driver's License or ability to obtain by DOH

#### **Application package must include the following: Application, resume, and cover letter.**

An application may be obtained at Gaffney City Hall, Second Floor  
201 N. Limestone Street, Gaffney, SC 29340

Or <http://www.getintogaffney.com/employment-opportunities>

**Application package must be submitted by December 15, 2017**

**Submission may be made in person to City Hall –Attn: Human Resources**

**or via mail to P.O. Box 2109 Gaffney, SC 29342**

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

## City of Gaffney



### **Job Posting: Building Official/Code Enforcement**

#### Salary and Benefits:

- Salary based on qualifications and applicable certifications
- Excellent benefit package includes paid medical, dental, vision, life insurance, twelve (12) paid holidays, PTO accrual, Retirement enrollment, and more.

#### Essential job functions include:

- Performs inspections of new construction and renovations to ensure code compliance.
- Provides technical building code advice to supervisors, boards, civic groups, and the general public.
- Enforces International Building codes including Mechanical, Plumbing, Electrical, Fire, Property Maintenance, and other state and local codes as adopted.
- Researches, interprets, and explains codes to architects, engineers, contractors, developers, and other as requested.

#### Desired Qualifications:

- College degree preferred, supplemented by technical certifications in building technology, construction management, mechanical, electrical, plumbing or building construction, and
- Two (2) years of experience in building code enforcement or closely related fields; or
- Any equivalent combination of education and experience
- Valid Driver's License or ability to obtain by DOH

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## City of Gaffney



### **Job Posting: Parks and Beautification Mgr**

The City of Gaffney is seeking candidates for a Parks and Beautification Manager.

#### Salary and Benefits:

- Salary based on qualifications and applicable certifications
- Excellent benefit package includes paid medical, dental, vision, life insurance, twelve (12) paid holidays, PTO accrual, Retirement enrollment, and more.

#### Essential job functions include:

- Manages the maintenance of all City Parks, beautification areas, etc. in accordance with established standards and expectations to promote parks and beautification projects in the City of Gaffney.
- Assists in the development of standards, policies, and procedures for the Parks and Beautification Department. Assists in preparing and administering the department budget.
- Directs and supervises subordinate employees to accomplish department's goals and objectives.
- Maintains, coordinates and supervises decorations for annual festivals and events sponsored by the City and manages special projects as assigned

#### Desired Qualifications:

- College degree in Landscaping, Agriculture, or closely related field; and
- Five (5) years of experience in the beautification industry, landscaping, or related field; including one (1) year of supervisor experience; or
- Any equivalent combination of education and experience
- Valid Driver's License or ability to obtain by DOH

**Application package must include the following: Application, resume, and cover letter.**

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