



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Code Enforcement Inspector
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Regulatory Division
CLASSIFICATION/GRADE.....:	Code Enforcement Inspector/107
REVISED.....:	01/2021
REPORTS TO.....:	Assistant Director
REVIEWED.....:	08/2021
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

The Code Enforcement Inspector performs a variety of duties related to structures in violation of the Planning & Zoning Department adopted building codes, zoning codes, property maintenance codes, and general permitting procedures.

BASIC FUNCTIONS:

1. Inspect reported code violations throughout the parish.
2. Photograph the violations and fill out related inspection reports.
3. Compose, post, mail, and/or deliver related violation notices.
4. Track violations using the Planning and Zoning Department's online permitting system.
5. Physically capable of climbing, lifting 30 lbs., walking on uneven surfaces or terrain, balancing, and practicing safe methods of work, particularly in construction site work locations.
6. Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
7. Ability to deal courteously and effectively with the public, governmental officials, and other employees.
8. Assist with inspection scheduling and permitting duties as needed.
9. Assist other divisions of the Planning and Zoning Department as needed.

OTHER REQUIREMENTS:

1. Can function independently and travel alone.
2. Ability to use modern office methods, practices, procedures, equipment, and computer equipment, including specialist equipment and software related to required duties.
3. Must have a valid Louisiana driving license; and be able to pass pre-employment drug screening. Ability to use common word processing and spreadsheet software used on personal computers.

EDUCATION/EXPERIENCE:

1. A high school diploma or equivalent is required.
2. Experience with building construction, inspections, or building codes a plus.