

CODE ENFORCEMENT OFFICER



Planning & Zoning/Nuisance Abatement

SUMMARY

Inspect properties within the parish for compliance with ordinances regarding nuisance complaints including: littering, tall grass, junk and trash, derelict structures, and junk vehicles. Identify and illustrate physical complaint locations.

JOB OVERVIEW

Starting Pay

\$14.42 - \$18.52 per hour

Pay Type

Hourly (Non-Exempt)

WORK DETAILS

Location: 7836 Park Avenue, Houma

Schedule: Monday - Friday

Shift: 8 a.m. - 4:30 p.m.

REPORTS TO

Code Enforcement Officer II

ESSENTIAL FUNCTIONS

1. Conduct on-site inspections of property and compile a written report citing the specific findings and recommendations in regard to nuisance conditions.
2. Log results of inspections into web-based database.
3. Identify complaint locations; photograph area to confirm and identify violations.
4. Illustrate physical complaint locations to assist with ownership and property description research efforts.
5. Become familiar with code compliance process and able to complete required reports.
6. Become familiar with housing codes to assist owners with compliance efforts.
7. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Have general knowledge and experience of electrical, plumbing, sewerage, and structural construction.
2. Have background in code compliance process for Terrebonne Parish.
3. Be computer literate and able to operate basic office machinery.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED equivalent.
2. Minimum of five years of experience in an associated field.
3. Have and maintain a valid Louisiana Driver's License.



Questions? No problem! Email us at employment@tpcg.org.