

# CODE ENFORCEMENT OFFICER

Planning & Zoning | Nuisance Abatement



## SUMMARY

Inspect properties within the parish for compliance with the local ordinance that regulates the abatement of various nuisance complaints, including littering, tall grass, junk/trash, derelict structures, and junk vehicles.

### JOB OVERVIEW

#### Starting Pay

\$14.42 - \$18.52 per hour

#### Schedule

Monday - Friday

*Must be willing to work extra hours as necessary.*

#### Shift

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

### LOCATION

7836 Park Avenue, Houma

### REPORTS TO

Code Enforcement Officer II

### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

### WORK ENVIRONMENT

Field work for on-site inspections

### EMERGENCY EVENTS

Not required to work during emergency events.

## ESSENTIAL FUNCTIONS

1. Identify complaint locations, conduct on-site inspections of property, photograph violation areas, and compile written findings and recommendations regarding nuisance conditions.
2. Log inspection results into web-based database.
3. Illustrate physical complaint locations to assist with ownership and property description research efforts.
4. Become familiar with the code compliance process to complete required reports.
5. Become familiar with housing codes to assist owners with compliance efforts.
6. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Knowledge of Terrebonne Parish region/territory.
2. General knowledge of and experience in electrical, plumbing, sewerage, and structural construction.
3. Computer literate and able to operate basic office machinery.
4. Must be punctual and practice good work ethic.

## EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. Minimum five years of experience in an associated field.
3. Background in code compliance for Terrebonne Parish.
4. Possess and maintain a valid Louisiana driver's license.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).