

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

\$14.71 - \$18.89 per hour

Schedule

Monday - Friday

Work extra hours as needed.

Shift

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

LOCATION

7836 Park Avenue, Houma

REPORTS TO

Code Enforcement Officer II

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

EMERGENCY EVENTS

Not required to work during emergency events.



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

ESSENTIAL FUNCTIONS

1. Conduct on-site inspections of property and compile a written report citing 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.
4. Ability to cope with the demands of driving and negotiating abandoned/blighted property sites and rough terrain on foot.
5. Ability to communicate and negotiate with members of the public in an effort to bring about a resolution for compliance.

EDUCATION, EXPERIENCE, AND LICENSES

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