



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

POSITION TITLE.....:	Code Enforcement Officer
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Nuisance Abatement
CLASSIFICATION/GRADE.....:	Code Enforcement Officer/106
REVISED.....:	12/2021
REPORTS TO.....:	Code Enforcement Officer II
REVIEWED.....:	12/2021
WAGES.....:	Non-Exempt (Hourly)

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### **SUMMARY:**

This position is responsible for inspecting properties within the Parish for compliance with the local ordinance that regulates the abatement of various nuisance complaints including, but not limited to: littering, tall grass, junk and trash, derelict structures, and junk vehicles.

### **BASIC 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. Must be knowledgeable of Terrebonne Parish region/territory.
8. Must be willing to accept other work as assigned by Supervisor.
9. Must be willing to work extra hours as necessary.

### **OTHER REQUIREMENTS:**

1. Must have general knowledge and experience of electrical, plumbing, sewerage, and structural construction.
2. Must have background in code compliance process for Terrebonne Parish.
3. Must be trustworthy, courteous, and able to follow instructions with minimal supervision.
4. Must be computer literate and able to operate basic office machinery.
5. Must have good personality and practice good work ethics.
6. Must be punctual for all office hours.

### **EDUCATION/EXPERIENCE:**

1. High school diploma or GED equivalent, plus a minimum of five (5) years' experience in an associated field.
2. Must possess a valid Louisiana Driver's License.