



## Job Announcement

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**Job Title:** Code Enforcement Officer  
**Classification:** Non-Exempt  
**Status:** Full-time  
**Work Location:** Barn  
**Application Dates:** 07/22/2024 – 08/02/2024

### GENERAL DESCRIPTION

Performs specialized work enforcing parish codes and ordinances pertaining to signs, housing, litter, overgrowth, abandoned vehicles, garbage containers, and dump sites. Work involves investigating, handling, and resolving numerous complaints and problems related to code violations. Work is reviewed by superiors through written reports, conferences, and results obtained. Performs other work as requested.

### MINIMUM JOB REQUIREMENTS

- Applicant must have a valid Louisiana driver's license.
- Must be able to work alone with little or no supervision.
- Able to pass physical and drug screens.
- Certified Building Official (CBO) preferred

Applications can be submitted online at [www.ibervilleparish.com](http://www.ibervilleparish.com) or to HR at 58105 Court St., Plaquemine, La.

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### ESSENTIAL WORK TASKS

- Performs inspections of houses and property for conformance with applicable codes pertaining to signs, housing, litter, overgrowth, abandoned vehicles, garbage containers and dump sites;
- Interprets and enforces the provisions of applicable parish codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations;
- Responds to complaints and questions related to code enforcement issues;
- Researches problems and initiates problem resolution;
- Discusses problem areas with property owners, landlords and contractors.
- Gathers information and evidence for prosecution of violators; interviews citizens; prepares and presents cases to city court and testifies as needed;
- Maintains records of inspection activities; makes photographic records of violations. Prepares or completes various forms, reports, correspondence, logs, inspection reports, notices, formal warnings, or other documents;
- Communicates with supervisors, employees, other departments, parish council members, board members, attorneys, contractors, property owners, landlords, outside agencies, community groups, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems;

- Checks property zoning and zoning changes; checks alley and street closings. Attends meetings and hearings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of parish, state, and federal regulations.
- Skill in the safe operation of a light motor vehicle.
- Ability to keep records and to prepare periodic reports.
- Ability to interpret and explain various codes to the public.
- Ability to establish and maintain effective working relationships with professionals, administrative superiors, civic and governmental organizations and the general public.
- Ability to express ideas clearly and concisely, orally and in writing to individuals and groups.
- Ability to positively and diplomatically deal with customers, whether they are in a pleasant or angry mood, helping them resolve their problem.
- Ability to work outdoors in a variety of weather conditions.
- Ability to apply good work habits such as punctuality, reliability, preciseness, and dependability in order to effectively complete assigned tasks and contribute to the smooth operation of the department and division.

## **QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- High school diploma, GED, or equivalent certificate of competency
- Three years of experience in code inspection, construction inspection, or building construction work.

### **SUBSTITUTIONS**

- Any equivalent combination of education and experience.

### **CERTIFICATIONS / LICENSES / REGISTRATIONS**

- Must have a valid Louisiana driver's license and must be maintained throughout employment in this classification.
- Certified Building Official (CBO) preferred

### **Pay**

Based upon experience