

CODE ENFORCEMENT OFFICER

Department: Code

Reports to: Building Inspector/Director

Summary: Enforce currently adopted codes. Perform the day-to-day activities associated with property maintenance, assist Building Inspector/Director, issue summons to court, represent the City in court. This position works closely with citizens, other city departments and contractors. Officer should be able to establish and maintain an effective working relationship with all.

Responsibilities:

- Assist in issuing of permits, and prepare reports for local, state, and federal agencies.
- Enforce property maintenance, abandoned vehicle, litter, zoning and other similar ordinances adopted by the City of Munford. Consult with Building Inspector, Law Enforcement, citizens, organizations, and any other appropriate local, state, and federal agency regarding code enforcement.
- Perform on-site inspections of codes and property maintenance violations.
- Respond to complaints of potential code, property maintenance violations relating to confinement, odor, abuse, noise, nuisances or other related matters. Handle complaints personally, by telephone, in writing, or other forms of communication.
- Assist in the maintenance of records related to building, code enforcement, property maintenance, and related reports.

Minimum Qualifications

- High School diploma or GED equivalent, or 5 years' experience in building construction or inspection.
- Possess a valid driver's license through the State of Tennessee.
- Must possess high ethical standards with an established reputation for being open, honest, and fair.
- Self-motivated, well organized, detail-oriented, neat, and able to handle multiple tasks under tight deadlines.
- Ability to develop strong rapport with other departments, employees and customers.
- Excellent written and verbal communication skills. Computer literacy a must.
- Ability to maintain confidentiality.
- Ability, physically and mentally to climb to different heights and function in close quarters for inspections.
- Other duties as assigned by Building Inspector.

Required Knowledge and Abilities

- Knowledge of State, City, and County building codes governing the construction and maintenance of buildings.

- Knowledge of basic plumbing and electrical functions.
- Ability to read and interpret construction plans and blueprints.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations.
- Ability to enforce rules and regulations firmly, tactfully, and impartially.
- Ability to do mathematical calculations and must be able to distinguish between shades of color.