

City of Covington
CAREER OPPORTUNITIES POSTING

JOB TITLE: Code Enforcement Officer (Property Maintenance)
FLSA: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required.

To Apply – Interested applicants need to fill out an application for employment at the HR office located in the Covington Civic Center 100 West Washington 1st floor or online at covingtontn.com. Applications will be accepted until March the 14th 12:00 noon.

GENERAL SUMMARY:

Enforce currently adopted codes. Perform the day-to-day activities associated with property maintenance, assist Building Official and/or Building Inspector; and animal control officer; assist field Animal Control employees, issue summons to court, represent the City in court.

SUMMARY OF JOB RESPONSIBILITIES:

- Enforce property maintenance, animal control, abandoned vehicle, litter, zoning and other similar ordinances adopted by the City of Covington. Consult with the Building Official, Law Enforcement, citizens, organizations and any other appropriate local, state and federal agency regarding code enforcement and animal control.
- Perform on site inspections of codes, property maintenance and animal control violations.
- Respond to complaints of potential code, property maintenance and animal control 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, animal control activities, and related reports.
- Assist in the issuing of permits, and preparing reports for local, state and federal agencies.

MINIMUM JOB REQUIREMENTS:

- B.S. or Associate degree from a recognized institution with emphasis in public administration, code enforcement, public safety or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Public relations and computer literacy a must.
- Must possess a valid Tennessee driver's license, or the ability to obtain one prior to employment.
- **Excellent interpersonal skills. Position will interact extensively with the public.**
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SALARY:

Grade level 7

Salary \$15.55 starting based on experience

WORKING CONDITIONS AND PHYSICAL EFFORT:

Work is performed mostly in office settings. Some outdoor work in the inspection of building and code violations. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The employee must occasionally lift and/or move between 50-100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The City of Covington is an equal opportunity employer. All qualified applicants will be considered without regard for race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected criteria.

