**TOWN OF MASON**

**JOB OPENING: Code Enforcement Officer**

**SALARY: Based on Experience**

**Open Date:** December 6, 2017 **Close Date:** December 13, 2017

**Position Summary:**

Investigate complaints generated by City residents and businesses regarding housing and commercial buildings, land use, zoning and other property complaints. This position will divide time between customer service, email inquiries, and other assigned office and field investigative cases.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED equivalent AND two years code enforcement field experience OR similar enforcement experience; OR an Associate’s Degree.

**SPECIAL REQUIREMENTS:**

* Must be a U.S. Citizen or eligible to work in the United States.
* Must pass a comprehensive background check.
* Must pass the pre-employment process.
* Must possess a valid Tennessee Driver's License and have current automobile insurance.
* Must possess or be able to obtain all required TN Code Enforcement certifications.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* + - * Writing and speaking words, sentences, and phrases to clearly and concisely communicate ideas.
* Pay attention to details and act in a responsible and dependable manner.
* Provide efficient customer service and communicate clearly and objectively both verbally and in writing.

• Organize and prioritize work and exercise independent judgment, wisdom, common sense, and initiative.

• Thoroughly carry out oral and written instructions.

* + - * Establish and maintain effective working relationships with other employees.
* Knowledge of City ordinances, rules, policies, procedures, and work methods regarding zoning, property complaints, environmental crimes, health and safety, business licensing, waste tires, grease traps, housing, parking, and criminal conduct.
* Knowledge of procedures pertaining to search, seizure, and private property inspections.
* Knowledge of general provisions of housing, building, property maintenance codes and other adopted codes.
* Knowledge of methods of regulatory inspections and investigation commonly used by a regulatory agency.
* Knowledge of regulations, laws, and requirements for courtroom testimony and evidence documentation.
* Knowledge of principles and best practices regarding case management.
* Knowledge of basic terminology used in interpreting the building codes and zoning regulations.

**DUTIES AND RESPONSIBILITIES:**

* Receive, explain, and process new complaints and inquiries submitted by residents, City Departments, and other outside agencies in person, by phone, in writing, or by email.
* Research property ownership, land characteristics, occupancy status, and approved land uses utilizing internal and external data systems, internet resources and the County Sheriff’s information systems and staff.
* Conduct regulatory compliance inspections pertaining to various City and State codes and issues notices of violation and/or citations.
* Make court appearances; provide testimony in arraignments and trials as a case agent on behalf of the City.
* Participate in planning, coordinating, and executing demolitions, cleanups, waste tire collection tasks, and other abatement actions.
* Manage a case load requiring the ability to multi-task, prioritize, plan, and manage time to meet deadlines.

• Define and explain a variety of complex City and State codes to the public with courtesy and tact.

• Provide specific facts and information to residents to assist them with compliance.

• Understand and read a variety of maps and legal property descriptions.

• Manage situations requiring diplomacy, tact, fairness, firmness, and sound judgment.

• Investigate local code violations and other complaints.

• Operate hand and power tools and equipment.

• Establish and maintaining cooperative working relationships with managers, supervisors, employees, businesses, contractors, external public and private agencies, and the general public.

• Effectively operate a personal computer and various software applications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office and outdoor work environment. May be required to perform frequent bending, twisting and stooping motions. May be required to lift and carry items weighing up to 50 pounds. May be exposed to dust, extreme noise levels, dangerous machinery, extreme weather conditions, hazardous chemicals, and infectious diseases. Must be able to work long hours as needed and may be required to work holidays, weekends, and evening hours as assigned.

**Town of Mason is an Equal Opportunity Employer.**

**Does not discriminate on the basis of race, color, age, sex, national origin or handicap status.  
Equal Opportunity Employer M/F/H/V**

**PLEASE APPLY** at theTown of Mason; Mason City Hall; 12157 Main Street; Mason, TN 38049