**Petal Building Department**

**Full-Time Code Enforcement Officer**

We are seeking a full-time code enforcement officer who has the ability to enforce the ordinances of the City of Petal for both residential and commercial properties.

**Responsibilities**

* Performs inspections of residential, commercial and other properties for compliance with city codes and ordinances. Inspect exterior for electrical, plumbing, sanitation, ventilation defects and hazards, issue notices of violations and abatement.
* Conduct field inspections to uncover unsafe, abandoned and dilapidated houses, vehicles or other private property in violation of city ordinances. Also, monitor abandoned structures, including those damaged by fire or natural disasters.
* Investigate possible violations; contact responsible individuals in person and in writing, request discontinuance, removal or alteration of conditions that violate city ordinances, perform follow up investigations to see that remedial action has been taken.
* Photograph conditions of violations for the purpose of evidence and identification, prepare reports regarding cases, prepare cases including history, facts, photos and other needed information in preparation of possible legal action.
* Carry out preventative enforcement throughout the city.
* Perform other duties as assigned.

**Skills**

* Ability to read and interpret property maintenance codes and standards.
* Ability to meet and interact with the public and explain code requirements.
* Effectively communicate verbally and in writing.
* Ability to inspect properties and determine compliance with codes.

**Qualifications**

Minimum experience with building construction and/or code enforcement or a related field. High school diploma required.

**Salary**

DOE

Please apply in person at Petal City Hall, 119 W. Eighth Avenue, Petal, Mississippi 39465.