

**To request application, email  
Jan Wagoner, Human Resource Manager at  
[j.wagoner@bourbonky.com](mailto:j.wagoner@bourbonky.com)**

## **BOURBON COUNTY JOINT PLANNING OFFICE Part-time Code Enforcement Officer**

### **JOB DESCRIPTION**

Under general supervision, performs a variety of technical duties in support of the Bourbon County Joint Code Enforcement program; monitors and enforces other matters of public concern; and serves as a resource and provides information on County regulations to property owners, residents, businesses, the general public and other County departments and divisions.

### **ESSENTIAL JOB FUNCTIONS**

- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform follow-up functions to gain compliance including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances; issue notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the Bourbon County Joint Code Enforcement Board.
- Operate computer to enter, process, and acquire data relative to complaints, inspections sites and effective code enforcement; research complaints. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations.
- Patrol to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Locate vacant residences and businesses; work with appropriate staff/departments to secure buildings with proper materials as necessary; post the property as necessary.
- Attends code enforcement professional development events and completes trainings as appropriate.
- Performs other duties related to this position and as assigned.

## **QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Operations, services, and activities of a county code compliance program
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, and health and safety
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations
- County services and organization structure as they relate to code compliance
- Legal actions applicable to code enforcement compliance
- Principles and procedures of record keeping
- Modern office procedures, and equipment including computers and supporting work processing and spreadsheet applications
- Occupational hazards and standard safety practices
- Geographic features and locations within the area served

### **ABILITY TO:**

- Independently perform a full range of County code enforcement and compliance duties
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Inspect and identify violations of applicable codes and ordinances
- Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency
- Respond to inquiries, complaints, and requests for service in a fair, tactful and firm manner
- Investigate complaints and mediate resolutions in a timely and tactful manner
- Prepare accurate and detailed documentation of investigation findings
- Work independently in the absence of supervision
- Communicate clearly and concisely, both orally and in writing

### **EDUCATION AND EXPERIENCE GUIDELINES:**

**Education:** Graduate from high school or equivalent (G.E.D.)

**Experience:** At least 2 years working experience in code enforcement or similar areas

### **STANDARDS TO PERFORM DUTIES:**

**License or certificate:** Possession of an appropriate, valid driver's license

**Physical Demands:** Due to the nature and expectations of this position, the Code Enforcement Officer must be physically able to operate a variety of inspection materials, tools & equipment including ruler, measuring tape, shovel, etc. Must be able to move or carry objects or materials up to 50 pounds. This position requires performing activities in all weather conditions and terrain types, including uneven and steep grades.