

City Code Enforcement Officer for Union and Walton

Pay: \$25 per hour plus mileage

Part-time contracted position

Shift & Schedule: Monday-Friday. This is a complaint Driven position, so hours may vary.

Office Locations:

City of Union 1843 Bristow Drive Union, KY

City of Walton 40 N Main St, Walton, KY

Position Summary: Under general supervision, the role involves assisting in the enforcement of city ordinances. Ensure compliance with municipal regulations concerning weeds, trash disposal, sewer systems, and abandoned vehicles. Conduct inspections and respond to complaints regarding ordinance violations. Maintain accurate records of inspections, violations, and enforcement actions taken. Educate residents and property owners about ordinances and regulations, providing guidance and compliance requirements and fostering community awareness. Assist Mayor and senior personnel in coordinating enforcement efforts implementing corrective actions as required. The position also encompasses performing other related duties as necessary.

Qualifications:

Understanding of federal, state, local laws, city ordinances and regulations related to public maintenance and safety. Utilize knowledge of the city's geography to navigate and respond promptly to enforcement needs across different neighborhoods and areas. Ability to communicate effectively, both verbally and in writing. Basic computer skills for documenting and reporting. Collaborative approach in working with colleagues, residents, and external partners to achieve compliance and maintain public safety. In all, we are seeking a resolution oriented individual.

Physical Requirements: Capable of performing outdoor work and occasional physical tasks related to enforcement activities.

Education: Graduation from high school or equivalent (GED).

Experience: Two years' experience working directly with the public. Prior experience in a similar role or related field is advantageous.

Preferred Background: Military or law enforcement background is desirable.

NECESSARY SPECIAL REQUIREMENTS: Possession of, or the ability to obtain, a valid vehicle operator's license; possession of, or the ability to obtain any license(s) deemed appropriate or necessary for the successful completion of job tasks; and a reliable Vehicle are also required.

Both cities are an EQUAL OPPORTUNITY EMPLOYER. You can pick up an application at Walton City Hall, or print one online at www.cityofwalton.org and mail or deliver to: City of Walton, Attention City Clerk PO Box 95, Walton, Ky 41094. Or email ghicks@cityofwalton.org Deadline to submit application is 8/2/2024 at 3:00pm.