Code Enforcement Officer

Job closes at Noon on October 26, 2026

NATURE OF WORK

The Code Enforcement Officer conducts inspections and investigates complaints for compliance with City codes and ordinances. The Officer seeks to obtain compliance with City codes through citations or warning notices while assuring due process to violators. The position is required to prepare letter and written documentation necessary to take violators to hearings for enforcement action.

This position reports directly to the Director of Revenue, Regulatory Codes, and Permits. Work is performed under general supervision which requires initiative, independent judgment, and organizational skills. The Code Enforcement Officer must deal effectively with the public, property owners and contractors to obtain compliance.

ILLUSTRATIVE EXAMPLES OF WORK This position is responsible for performing technical and administrative duties involving the enforcement of county codes and ordinances. The work consists of related code enforcement duties. The purpose of this position is to enforce city codes and ordinances. Successful performance contributes to the safety and welfare of citizens.

- Administers and enforces the City's ordinances and actively manages, inspects, and monitors areas within the City.
- Processes violations utilizing tracking software.
- Investigates complaints regarding code violations pertaining to building, housing, zoning, tree, sign, billboards, litter, nuisance, and other City codes by conducting field investigations and property research.
- Regularly attends and provides testimony before the City Council and City Court regarding code violations.
- Provides violators of City codes with citations or notice of violation and communicates to the violator due process procedures to comply with City codes.
- Routinely patrols designated areas for potential code violations,
- Maintains records regarding code violations via a computer-aided tracking system, and documents files until compliance is obtained.
- Prepares letters for notice of violation and notice of hearing, clearly identifying code violations and appropriate corrective action.
- Conducts follow-up inspections to previously identified code violations to ensure that code compliance is maintained.
- Makes recommendations on ordinance adjustments to improve compliance and enforcement.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

- Basic codes, ordinances, laws and regulations pertaining to building and zoning
- compliance, including sections of the City of Abbeville penal codes, vehicle codes and health and safety codes.
- Investigative practices and principles.
- Basic principles and procedures of record keeping.
- Modern office procedures and methods including computers.
- Effective oral and written communication methods.
- Proficient computer skills and Microsoft Office suite of programs.
- Negotiation and conflict resolution techniques.
- City services and organizational structure as they relate to code compliance.
- Legal actions applicable to code enforcement compliance.

TRAINING AND EXPERIENCE REQUIREMENTS

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High school diploma or GED equivalent required. Two years' experience related to inspection, law enforcement, building inspection, land use, public administration, or a related field, or any equivalent combination of education and experience.

Experience using computer software and applications. Good written and verbal communication skills, and excellent public relations skills are a necessity. Demonstrated knowledge and experience with City of Abbeville Code of Ordinances, including building codes, blighted property regulations and procedures. Possession of a Louisiana driver's license as required by the Department of Public Safety, prior to appointment. Must be a registered voter.

NECESSARY SPECIAL REQUIREMENTS

- Some knowledge of code enforcement principles, practices, and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- Skill in operating the listed tools and equipment;
- Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.