



# CITY OF PINE BLUFF

## DEPARTMENT OF HUMAN RESOURCES

### JOB ANNOUNCEMENT

#### JOB TITLE: CODE ENFORCEMENT OFFICER

<b>Department:</b> Code Enforcement	<b>Status:</b> Full Time/ Permanent
<b>Annual Salary:</b> \$31,424	<b>Available Positions:</b> 1
<b>Application Process:</b> Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at <a href="http://www.cityofpinebluff.com">www.cityofpinebluff.com</a>  <b>CLOSING DATE:</b> Until Filled	
<b>Department of Human Resources</b> 200 E. 8 <sup>th</sup> Avenue, Room 104 Pine Bluff, AR 71601	<b>Office</b> (870) 730-2038/ <b>FAX</b> (870) 730-2157 Office Hours: <b>Monday-Friday: 8:00 a.m. – 5:00 p.m.</b>

**ESSENTIAL JOB FUNCTIONS:** The Code Enforcement Officer is responsible for enforcing the city codes and ordinances in order to safe guard life, health and public welfare, inspecting property for code infractions and tagging and following up on abandoned or junked vehicles. The Code Enforcement Officer is also responsible for documenting and following up with property owners for grass and weed infractions, providing daily reports to the supervisor regarding activities and violations. The Code Enforcement Officer keeps records and files on properties that are in violation of housing codes, maintains house files for abatement or demolition, inspects houses for asbestos containing material and performs other duties as required and assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:** High school diploma or GED plus specialized training and /or additional college courses and five years of related experience and/or training; or equivalent combination of education and experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.