

The City of Falmouth has an opening for a part-time Code Enforcement Officer for approximately 20 hours per week. Please see the Job Description for details. Interested candidates should send completed application and resume to: City of Falmouth 230 Main St, Falmouth, KY 41040 , or email City Clerk Ramona Williams @ rwilliams@cityoffalmouth.com . For questions, contact Ramona Williams at 859-654-6937. Applications can be found and submitted on the city website at www.cityoffalmouth.com The City of Falmouth is an Equal Opportunity Employer.

Code Enforcement Officer

CHARACTERISTICS OF THE CLASS: Violation enforcement for the City's zoning codes and ordinances. Keep the Mayor fully informed, in a timely manner, of any situation that could affect the operations of the City. Work is performed under the administrative direction of the Mayor/Police Chief.

ESSENTIAL FUNCTIONS:

- Performs the duties and responsibilities as outlined in KRS and City Ordinances;
- Responds to and investigates citizen complaints regarding zoning/code violations, and develop enforcement actions/resolutions;
- Patrol city to identify code violations;
- Issue orders for compliance, warnings, and/or citations;
- Must be able to establish and maintain effective working relationships with the other city departments, contractors, builders, boards/commissions, and the general public;
- Must be able to function in environment where diversity of opinions and positions often exist;
- Maintain department records such as complaint log, violation notices, etc.
- Coordinate activities with other city departments as required;
- Availability to attend meetings upon request;
- Performs other duties as necessary.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of zoning codes and related laws and ordinances.
- Ability to enforce violations with firmness and tact;
- Ability to perform general office tasks;
- Completion of all required training and certification upon appointment;
- Possess, or the ability to obtain, a valid Kentucky vehicle operator's license;
- Ability to communicate effectively, orally and in writing;
- Ability to accurately prepare reports on a timely basis.

TRAINING AND EXPERIENCE: Prefer High School diploma or equivalency, supplemented by related experience or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.

LEGAL REQUIREMENTS: An individual in the class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regard to an employee in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.