

City of Corinth, Mississippi

Building and Codes Division

INSPECTIONS/ENFORCEMENT ASSISTANT

The Inspections and Enforcement Assistant responds to complaints received and referrals regarding building inspection assignments and property maintenance matters. Under the direction of the Building Inspector and/or Code Enforcement Officer this individual will assist with residential, commercial, industrial, and other building inspections during and after construction to ensure compliance. This may include reviewing plans, reporting findings, and making recommendations.

Additionally, this employee will receive and investigate complaints, issue notices for correction on enforcement matters, and keep records for future documentation. This position is frontline in nature and should be able to interact well with the public. This position has no supervisory function and serves as the primary assistant to the building inspector and code enforcement officer. This position may include additional duties as assigned.

Knowledge of and/or ability to learn:

- Basic blueprint design and layout
- The building permit process
- Code requirements for simple structures, additions, and alterations
- Basic math used in the building and construction trade
- Principles and techniques of providing courteous and effective customer service
- Planning, organizing and making sound judgements to resolve problems and answer inquiries
- Work with other departments and divisions within the city and county as applicable
- Pursue ICC certifications in the area of zoning, enforcement, and inspections as required

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Regularly/frequently required to talk or hear, reach with hands and arms, occasionally required to stand; stoop, kneel, crouch, or crawl and climb or balance, climb ladder, and lift and/or move up to 30 pounds. Frequently exposed to outdoor environment; vibration; offensive odors, fumes or airborne particles; and risk of electrical shock, and occasionally works in indoor or office environment.

SCHEDULE: Monday through Friday, 8:00 a.m. to 5:00 p.m. .

QUALIFICATIONS:

Requires High School Graduate or GED, 5 years of relevant experience (education and experience may be substituted), proficient computer skills with basic knowledge in database, design, Internet, spreadsheet, word processing, excellent oral and written communication skills.

DESIRED QUALIFICATIONS:

The above qualifications with completion of college-level course work in building construction or directly related area of study with two or more years of work experience

LICENSE/CERTIFICATIONS:

Requires valid MS Driver License; additional certifications as required

Example of daily code enforcement work and other duties—

- Daily transport of the MDOC worker (if planning to be out on a particular day, communicate with Greg or Kim that transportation arrangements can be made).
- At least once weekly, (Mondays usually best) make a sweep around the major thoroughfares for removal of illegal signs in the right of way, particularly around Hwy 72, Harper Rd, and Shiloh Rd.
- Make a list of properties that have junk cars. Document addresses, make photographs and begin building a list for submission through the court system.
- Serve notices to persistently problemed residences with high grass issues, general unsightliness. If not movement after reasonable time frame move to the municipal court process for remedy.