

## **Codes Enforcement Officer**

### **Department**

Building and Codes Department

### **Summary**

The employee performs all activities related to ensuring compliance with City codes and ordinances including on-site inspections, documentation preparation, and issuance of citation. Applicant must have proven strong communication skills.

### **Qualifications**

- Must be available to work 40 hours per week
- Must be at least 18 Years of age.
- Must be able to regularly stoop, kneel, crouch, bend, twist, and crawl.
- Must be able to lift, carry, push, and/or pull objects and materials up to 30 lbs.
- Must be able to climb ladders and scaffolding to heights of 30 feet; to climb onto, walk on, and get off of roof structures; to get in and out of tight spaces within approved safety limitations.
- Possess a Valid Driver's License
- Earned a High School Diploma or GED
- 1-2 years previous code enforcement experience or equivalent training preferable

**The City of East Ridge is an Equal Opportunity Employer and TN Drug-Free Workplace**

Applications may be submitted electronically or mailed to City Hall to Michelle Sinigaglio, Human Resources Director via Email: [msinigaglio@eastridgetn.gov](mailto:msinigaglio@eastridgetn.gov).

City of East Ridge  
ATTN: Human Resources  
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