

*Mayor  
Phil Forjusen*

# *City of Gautier*

## *Gautier, Mississippi*

*City Manager  
Paula Yancey*

*City Clerk  
Cynthia Russell*

*Council  
At Large Mary F. Martin  
Ward 1 Cameron George  
Ward 2 Richard Jackson  
Ward 3 Casey C. Vaughan  
Ward 4 Charles "Rusty" Anderson  
Ward 5 Adam D. Colledge*



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Gautier, MS 39553  
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Fax: (228) 497-8028  
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Website: [www.gautier-ms.gov](http://www.gautier-ms.gov)*

09/21/17

The City of Gautier is accepting applications for the position of part-time Code Enforcement Officer. Interested parties should complete the attached application and include a copy of their high school diploma or GED equivalent. A valid driver's license is also required. Resumes will be accepted along with a completed and signed job application.

Employees of this class will be responsible for the enforcement of city ordinances and related codes relative to care and premises of property and other related areas of code enforcement. Employees must exercise sound judgement and be able to deal with the public in a composed and professional manner. Employees in this position will also be required to appear and testify in municipal court regarding the enforcement of code violations.

Five (5) years of prior experience in code enforcement or a related field is required. The position rate of pay is \$15.00 per hour and employees will average 18 hours per week.

The position will remain open until filled.

Please contact the Human Resources Department at [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov) or (228) 497-8000, ext. 308 if you have any questions.

Thank you,

City of Gautier  
Human Resources Dept.

*"Nature's Playground!"*



## CODE ENFORCEMENT OFFICER

<b>Department:</b>	Planning Department	<b>Pay Grade:</b>	\$15.00 hr. PT
<b>Reports To:</b>	Planning Director	<b>Exempt (Y/N):</b>	N
<b>Competitive (Y/N):</b>	N		

### **SUMMARY:**

This is part-time work involving the supervision, assignment, review and participation of the enforcement of various City regulations governing an assortment of land use activities. Such regulations are contained in the City's Zoning Ordinances, the Subdivision Regulations, the Wetland Ordinances, Animal Control ordinances, and associated State laws and City ordinances governing the establishment and operations of businesses; and other work as required.

Work involves the enforcement of City ordinances and related codes relative to care of premises and property, the clearing of land, improper use of public properties and rights of way, unauthorized establishment and operation of businesses, requirements for permitting in construction projects and other evaluations and or investigations as assigned. The employee will investigate complaints, document circumstances, and, working under the supervision and coordination of the Planning Director, issue citations or letters of compliance where necessary and follow up on non-compliance matters. Employee is expected to exercise sound judgment in evaluating suspected violations and must be able to deal with the public in a composed and professional manner.

The employee will be required to appear in Municipal or other courts as a means of enforcing or otherwise adjudicating violations or suspected violations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Patrols the City to detect code or ordinance violations or responds to complaints.
- Identifies weeded and overgrown lots, abandoned vehicles, junk, trash and other observed code or ordinance violations.
- Locates owners of property using tax rolls, maps and courthouse records.
- Sends out violation notices and establishes time limits for compliance.
- Issues summons or files complaints to ensure compliance with applicable codes and make municipal court appearances to present cases.
- Prepares items for City Council agenda and appears before council to present cases.
- Conducts follow-up investigations to ensure corrective measures are taken for all noncompliance.
- Compose routine memos, letters, legal forms, notices, and other material required for efficient job performance and code compliance.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Responds to citizen complaints by phone, through the mail, via email, and in person regarding enforcement procedures, ordinances and supervised employees.
- Keeps records on all inspections made.
- Makes daily reports to the Planning Director.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Ability to assign functions and activities.
- Supervise, organize, and review the work of assigned staff.

City Manager \_\_\_\_\_

Date \_\_\_\_\_



## **CODE ENFORCEMENT OFFICER**

- General working knowledge of laws and ordinances that will govern the above referenced enforcement responsibilities.
- Basic working knowledge of personal computers and word processing software.
- Knowledge of city streets.
- Ability to detect code and ordinance violations and determine appropriate remedial actions.
- Ability to enforce regulations with firmness, tact, and impartiality.
- Ability to communicate both orally and in writing; and must possess the ability to relate ordinances to the public.
- Ability to understand and follow oral and written instructions.
- Ability to react to change productively and handle other tasks as assigned.
- Must maintain a valid driver's license.

### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in an office and field environment. Exposure to: extreme heat and humidity working outdoors; temperature swings from indoor air conditioning to outdoors; fumes and odors of gases and exhaust; dust of households; storage spaces and environment; animal and human waste; toxic chemicals and hazardous waste; dissatisfied and potentially hostile individuals. Work is performed both in the office and in the field at various residential, commercial and public buildings, as well as vacant land.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary functions require sufficient physical ability to work in an office and field environment. Continuous sitting reaching below shoulder level, downward flexion of neck. Frequent walking, stationary standing, side-to-side turning of neck; transporting objects weighing up to 10 lbs. distances up to one mile; light grasp and finger press and pinch to manipulate office equipment, writing materials and computer keyboard. Occasional bending, stooping, squatting, climbing, reaching above and at shoulder level, kneeling, pushing/pulling, twisting at waist, upward flexion of neck; lifting objects up to 10 lbs. from below waist to above shoulder level; moderate handling and fine finger dexterity to manipulate equipment; power grasp to handle equipment and materials; twisting wrist to manipulate tools. Infrequent crawling, balancing above ground; lifting objects weighing 11 – 25 lbs. from below waist to above shoulder level and transporting distances of up to one mile; lifting objects weighing 26-50 lbs. from below waist to chest level; lifting objects weighing 51-75 lbs. from below waist to waist level; transporting objects weighing 26 – 50 lbs. distances of up to two feet; upper body strength to lift/pull body weight up into an attic or over a fence.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

High School diploma or acceptable equivalent and five (5) years of related experience.

### **REQUIRED LICENSES AND CERTIFICATES:**

Must maintain a valid driver's license.

### **CIVIL SERVICE MINIMUM QUALIFICATIONS:** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

# CITY OF GAUTIER

3330 Hwy 90\* GAUTIER, MISSISSIPPI \* 39553-5124 \* TEL: 228-497-8000 \* FAX: 228-497-8028

*We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.*

## PLEASE PRINT OR TYPE \* PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)		Date of Application	
Last Name	First Name	Middle Name	
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you a United States citizen? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid Mississippi driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES		License #:	Commercial –Class:
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES Date available for work:			
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES (Conviction will not necessarily disqualify an applicant from employment)			
If Yes, please explain.			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, please give name(s) and relationship(s).			

**EDUCATION** *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

**EMPLOYMENT EXPERIENCE** Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities.. An additional sheet will be provided upon request.. Resumes may be attached

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

**REFERENCES (Do not include relatives)**

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby authorize the City to conduct any and all necessary background checks concerning my criminal record as may be necessary, and I understand the presence of a criminal record may prevent me from being hired.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of one year from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_