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# WEB JOB POSTING

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## CODES ENFORCEMENT OFFICER

### RESPONSIBILITIES:

The City of Tullahoma is accepting applications for the position of Codes Enforcement Officer which works under the supervision of the Planning & Codes Director. Responsibilities include conducting inspections throughout the community, investigating complaints of code violations, generating notification letters, and issuing citations as needed. The Codes Enforcement Officer represents the City in municipal court for prosecution of code violators.

### REQUIREMENTS:

Candidates must have a high school diploma or GED. State certification as a Property Maintenance / Standard Inspector preferred. Certification is required within one year of assignment or as soon as scheduling permits.

### BENEFITS:

This is a part-time position with an hourly rate between \$10.50 and \$11.00. The position is scheduled to work 24 hours per week between the hours of 7:30 am to 4:30 pm.

### RECRUITMENT:

Employment Applications are available on-line at [www.tullahomatn.gov](http://www.tullahomatn.gov). Acceptable forms of submitting an application or resume include the following:

Mail: City of Tullahoma, Attn: Human Resources, PO Box 807, Tullahoma, TN 37388  
Email: [cbrice@tullahomatn.gov](mailto:cbrice@tullahomatn.gov)  
Fax: 931-455-2782  
Deliver: City Hall / Municipal Building, 201 W. Grundy Street, Tullahoma, TN  
Submit: Tullahoma Career Center, 111 E. Lincoln Street, Tullahoma, TN 37388  
(when completing an application at the Career Center)

A complete copy of the job description is available upon request. The City of Tullahoma is an equal opportunity employer.

**Posted: September 19, 2014**

**Closes: October 3, 2014**