Code Enforcement

**PURPOSE:**

The City of Bowling Green is looking for a fair, dependable code enforcement agency to enforce nuisance ordinances in our City. Code Enforcement will promote positive working relationships with the community and other officials. Code enforcement will investigate code violations, issue letters of abatement, violation warnings, an patrols the City for violations.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Enforce ordinances, specific state law sections and the international property maintenance code

• Respond to citizen’s complaints of code violations.

• Inspects and investigates potential violations of city codes and other laws which have been reported to determine if a violation has occurred.

• Proactively patrols and surveys locations for code violations during the course of duties.

• Researches land ownership records, permitting records and past or current code violations using computer.

• Prepares a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for case preparation.

• Prepares notices of violation to be sent or served directly upon violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution of the violation.

• Re-inspects violations for compliance, issues citations and notices to appear, and prepares reports as necessary.

• Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of criminal infractions of codes, ordinances and/or laws.

• Works in compliance with other departments that are engaged in code compliance tasks. (i.e., building inspector, public works, storm water, fire codes, etc.) Maintains communications for establishing coordination with other departments/agencies relevant to code enforcement activities.

• Performs data entry in computer as necessary.

• Maintains cleanliness of assigned vehicle and equipment.

• Performs other duties as assigned.