

City of Covington Job Posting Code Enforcement Officer

Date: June 2026
Department: Code Enforcement

Grade Number: GR 6
FLSA Status: Full-Time; Non-Exempt

GENERAL PURPOSE

The Code Enforcement Officer is responsible for ensuring compliance with the City's adopted codes and ordinances related to property maintenance, zoning, and life safety. This role involves conducting field inspections, investigating complaints, issuing summons, maintaining records, and representing the City in court proceedings. The position works under the general supervision of the Building Official and may occasionally supervise part-time or temporary staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforce property maintenance, abandoned vehicle, litter, zoning and other similar ordinances adopted by the City of Covington. Consult with the Building Official, law enforcement, citizens, organizations, and any other appropriate local, state, and federal agency regarding code enforcement.
- Perform on-site inspections of codes, property maintenance violations.
- Respond to complaints of potential code or property maintenance violations.
- Manage complaints personally, by telephone, in writing or other forms of communication.
- Assist in the maintenance of records related to building, code enforcement, property maintenance and related reports.
- Assist in the issuing of permits, and prepare reports for local, state, and federal agencies.

PERIPHERAL DUTIES

- Assist the Building Official and/or Building Inspector in onsite inspections for building code, property maintenance, inspections, and violations.
- Assist in administering the total permitting function, including application processing, fee assessment and collection, and permit issuance.
- Explain, interpret, and provide guidance regarding all applicable codes within area of responsibility.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) B.S. or Associate degree from a recognized institution with emphasis in public administration, code enforcement or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

- (B) Public relations and computer literacy a must.
- (C) Must possess a valid Tennessee driver's license, or the ability to obtain one prior to employment.

Knowledge, Skills, and Abilities:

- (A) General knowledge of the applicable codes within area of responsibility.
- (B) Skill in the operation of the listed equipment.
- (C) Establish and maintain effective working relationships with employees, supervisors, coworkers, and the public; understand and carry out written and oral instructions.
- (D) Must be able to work outside in inclement weather.
- (E) Must be able to work in unfavorable conditions.
- (F) Ability to perform heavy manual tasks for extended periods of time; work safely.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, spreadsheet, database software; motor vehicle; calculator; portable radio; ladder or scaffolding; tape measure.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various building and code violations, land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move between 50-100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

WORKING CONDITIONS

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the standard work environment is usually quiet to moderate.

This position is primarily based in the Code Compliance building located at 209 West Pleasant Ave in Covington, TN. Some evening, weekend, and holiday work may be required to attend meetings, events, or address emergencies. Occasional travel may be necessary.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Final selection; medical evaluation, drug screen, and background check required prior to employment.

The duties listed above are intended only as illustrations of the several types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPENSATION AND BENEFITS

The compensation listed in this job description is specific to this position and considers a number of variables. This estimated range is based on a range of factors, including, but not limited to, job duties, experience, expertise, and established grades within our organization. A reasonable annual estimate of the range for this role based on the variables previously mentioned is: **\$35,966 – \$50,357**.

Benefits include state provided medical, dental, and vision coverage, automatic enrollment and contribution to the Tennessee Consolidated Retirement System, 401(K) employee funded account, State of Tennessee Employee Assistance Program, tuition reimbursement, and paid personal and sick leave through service accrual.

EEOC Statement

The City of Covington is committed to a policy of equal employment opportunity for all applicants and employees. The City will comply with all applicable laws prohibiting discrimination against employees and applicants for employment on the basis of race, creed, color, religion, sex, age, gender, national origin, disability, veteran status, genetic information, pregnancy, sexual orientation, gender identity, or any other status protected by applicable law. Such compliance will occur in all employment decisions and actions regarding matters such as recruitment, hiring, promotions, transfers, layoffs, disciplinary action, termination, compensation, benefits, and City-sponsored training, education, and education assistance.