



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 01/01/2006;01/01/07*

JOB TITLE: Code Enforcement/  
 Parish Inspector

DEPARTMENT: Public Works

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$16.37 - \$24.61 /hour

LEVEL: 20

Monitors parish roads, bridges and drainage to determine damage or reduced service life due to excessive or repetitious loads and/or improper use.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Studies, monitors, and surveys existing Parish roads to inform haulers of the existing ordinance concerning permits, haul routes and roadway damage and to make recommendations to the Public Works Department concerning existing or proposed ordinances to protect parish improvements. Makes an assessment to verify and document the prior and post conditions of the structure to determine damage or reduced service life to said structure. Assessment may include onsite meetings with hauler, photos, video tape, notes, evaluation of road surface, base and sub-base, preparations of related cost estimates for repair, report preparation, preparations of permit application, permit and violation tickets. Inspects structure repairs by those making repairs to the damaged structure. Inspects construction of new roads; size pipe for driveway; inspects new plats. Investigates complaints.
- Maintains a daily log of meetings, permits, contacts, road conditions, etc. Prepares sets of plans for “as built.”
- Maintains effective working relationships with the employees and the general public. Works closely with the Public Works Department, Legal and Administration concerning the code enforcement and associated violations. Maintains a relationship with the Louisiana D.O.T.D. permits/weights/standards officials and adjoining Parish officials to better monitor/manage the Code Enforcement Inspector position.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required

- Bachelor’s Degree in Construction Technology and/or minimum of five (5) years of experience directly related to construction inspection.
- Ability to deal with the public and resolve problems associated with construction projects.
- Ability to estimate damage to structure and related cost.
- General knowledge of surveying.
- Must have valid driver’s license if assigned a Parish vehicle.

**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. While performing the duties of this job, the employee may be required to work in various kinds of weather.