

Logansport
Code Enforcement



729 High Street
Logansport, IN 46947

Assistant Code Enforcement Officer

Job Requirements:

Valid driver's license and able to drive 4-5 hours per day
Able to lift a minimum of 50lbs or more
Able to work in various outdoor temperatures
Basic computers skills
Communication skills and ability to public speak
Ability to de-escalate issues and set timelines for compliance
Must learn ALL City Ordinances and enforce them

Daily Job Duties:

Drive designated routes
Answer and respond to ALL complaints
Meet with property owner(s) to discuss compliance
Inspect, take photos, place door hanger notifications on property violations
Enter information into the software program, then print and mail notices
If needed, communicate with other departments to resolve issues
Assist the Code Enforcement Officer when needed