



Posted 06/27/18

## Job Announcement

St. John the Baptist Parish is currently accepting applications for the following position(s):

### PLANNING & ZONING DEPARTMENT

**Inspector - SUMMARY OF PRIMARY JOB FUNCTION:** Inspects new and existing buildings, structures, and other properties to enforce conformance with various Parish codes; keeps inspection records and prepares reports for use by administrative or judicial authorities; investigates complaints of code violations, and responds appropriately; responds to inquiries from developers, contractors, and the general public regarding Parish requirements for development and construction; explains and provides information regarding codes, regulations, and processes. **REQUIREMENTS:** Sufficient experience and education to successfully perform the duties of position and provide the required knowledge, skills and abilities. A typical way of obtaining the required qualifications is to possess a high school diploma or GED and, two (2) years of experience in the residential or commercial construction field or equivalent combination of education, experience. **OTHER:** Ability to independently compose detailed and concise reports related to assigned area of responsibility; operate personal computer, including laptop and tablet PC's, and effectively utilize computerized reporting system and other software applications used by the Department. Strong customer service and interpersonal communication skills using tact, diplomacy, and courtesy and ability to maintain frequent contact and follow-up with the general public. **PAY CLASSIFICATION:** Grade 6. **STARTING PAY RANGE:** \$16.03/hour - \$18.39/hour DOE.

**Applications due by July 7, 2018.**

**Only applications meeting the minimum qualifications will be acknowledged.**

**Attractive benefits package, including 85% employer-paid premiums for health and 100% dental, and life insurance.**

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**Apply at:**

**[www.sjbparish.com](http://www.sjbparish.com)**

**ST. JOHN THE BAPTIST PARISH** is a drug-free workplace.

**PRE-EMPLOYMENT DRUG SCREENS, PHYSICALS, AND BACKGROUND CHECKS CONDUCTED ON PROSPECTIVE NEW HIRES.**

**ST. JOHN THE BAPTIST PARISH** prohibits any form of discrimination in its employment practices based on an individual's sex, race, age, color, disability, religion, national origin, or any other legally protected characteristic. **ST. JOHN THE BAPTIST PARISH** is an **Equal Opportunity Employer**.