

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Date of Announcement: 07/19/2017

Department: Community Development

Position: Code Compliance Officer II

Job Category: LTC (Labor, Trades, Crafts)

Scheduling: Monday – Friday 8:00 a.m. – 5:00 p.m., working half-time for Building Office and half-time for Planning Office (40 hours)

FLSA Status: Covered, Non-Exempt (Hourly)

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Serves as the primary enforcement of the Neighborhood Preservation Ordinance.
- Conducts inspections/re-inspections as required by ordinance including compliance and Planning final inspections.
- Checks vacant properties for secured status.
- Updates vacant property inventory and conducts inspections of vacant properties.
- Prepares Building Department orders for Legal Department.
- Responds to citizen complaints about code violations.
- Conducts compliance investigations for Planning Office, including coordinating with Code Enforcement.
- Appears and testifies in Court, or Board of Works, as required.
- Prepares and distributes reports associated with inspections.
- Provides office coverage for Planning and Building during lunch hours and other staff absences.
- Scan building plans as they are received.
- Performs other duties as assigned.

Minimum Training and Experience Needed:

- High school diploma or equivalency and one to two years relevant work experience; or any equivalent combination of education, training and experience.
- Experience in using Microsoft Office and GIS software.
- Valid driver's license.
- Desired Certification: Residential Building Inspector (obtain within 18 months from hire date)

Minimum Physical and Mental Abilities:

- Ability to operate a variety of automated devices including a digital camera, copier, computer, telephone system, fax machine, etc.
- Ability to utilize departmental equipment and tools
- Ability to lift and/or carry weights of twenty to fifty pounds.

Mathematical Ability:

- Ability to interpret graphs, perform formula calculations, measure data and basic math

Language Ability and Interpersonal Communication:

- Ability to communicate effectively, both verbally and writing.
- Strong preference for individuals who are bi-lingual in English and Spanish.

Environmental Adaptability:

- Ability to work effectively in an office environment and in the field performing inspections.

Rate of Pay: Minimum \$18.34 Standard \$21.97 Maximum \$25.60 (Grade 10)

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org.
Click Job Opportunities.

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