



## CODE ENFORCEMENT OFFICER – Building & Housing Divisions

Reports to: Housing Administrator, or designee

Salary: \$14.42 - \$31.10

The City of Maple Heights, Ohio seeks qualified energetic candidate to join the Building and Housing Teams as a full-time Code Enforcement Officer.

### POSITION SUMMARY

The position, under direction, enforces city property maintenance and housing codes and inspects commercial and residential construction projects for compliance with Maple Heights Codes and Ohio Building Codes. The position requires being able to communicate effectively with the public to develop cooperative working relationships and the ability to work independently with minimal supervision. Candidate must be comfortable working with Microsoft Windows devices and Microsoft Office products including Outlook and Word.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Conducting property maintenance inspections; enforcing housing and related codes and ordinances; preparing inspection reports and maintaining inspection files and records.
- Perform field inspections of the exterior of residential and commercial properties for proper maintenance and repair of roofs, chimneys, gutters and downspouts, foundations, windows, siding, steps, sidewalks, driveways and landscaping;
- Prepares notices of code violation for property owners not in compliance and advises owners of support services available to assist them in making repairs;
- Informs supervisory staff of hazardous or blighting conditions that demand prompt attention;
- Answers questions from owners, prospective owners, tenants, real estate agents, private citizens, and contractors regarding the inspection process;
- Prepares reports and maintains records of inspections;
- All other duties as assigned.

### EDUCATION AND EXPERIENCE:

- At minimum, a high school diploma or GED and two years' experience in building construction and/or permit inspections. An Associate's or Bachelor's degree from an accredited college or university in a related field may be substituted for one year of work experience.
- A current, valid State of Ohio driver's license and a driving record that is acceptable to the City's risk managers and insurers.

To apply, submit Cover Letter, Resume, and a complete City application to [HR@mapleheightsohio.com](mailto:HR@mapleheightsohio.com). Applications are available at [www.citymapleheights.com](http://www.citymapleheights.com), Human Resources Department page – or can be downloaded by [clicking here](#). Full submissions can also be dropped off in person at Maple Heights City Hall, Attn: Human Resources Department.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The City of Maple Heights is an Equal Opportunity Employer and a drug-free and smoke-free workplace.