

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full time career position:

JOB CLASSIFICATION: Code Enforcement Inspector - Code Enforcement Department

SALARY RANGE: TPOAM Grade J Pay Range: \$44,382 - \$54,629; Excellent benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more

JOB DUTIES

- Assist Southfield residents and businesses in their compliance with City ordinances and codes. Develop creative solutions to difficult and recurring violations; exercise independent judgment in dealing with residents and businesses and resolving issues in the field.
- Routinely inspect assigned area; meet with violators to establish compliance efforts, investigate complaints, and initiate actions to enforce compliance with City Code and Ordinances
- Provides educational outreach and assistance to the public in resolving ordinance violations.
- Prepare reports, forms, statistics, letters, citations, invoices, and other documentation to maintain files and records. Maintain systematic review and follow-up on violations and pending abatements.
- Attend and speak at neighborhood association meetings outside of normal work hours. Provide relevant information to the public regarding Code Enforcement, Ordinances, compliance questions, etc.
- Provide court testimony and present gathered evidence for unabated violations.
- Other related duties as needed.

JOB REQUIREMENTS

- High School graduate or equivalent.
- Two years of experience in relevant code and/or enforcement activities sufficient to produce knowledge of governmental operations, court procedures, and/or inspection techniques.
- Must have extensive public contact experience and skills necessary to encourage cooperation and compliance; requires highly effective written and verbal communication skills.
- Must have ability to establish and maintain effective working relationships with residents and co-workers.
- Requires sufficient analytical, cognitive, and physical skills to successfully accomplish essential functions in stated environment, with or without accommodation.
- Must have good driving record based on City's driving standards and valid Driver's License.
- Involves year-round exposure to variable weather conditions and exposure to hazards associated with field inspections of construction projects, irregular terrain, and vacant property, and with regular vehicle operation.

The selection process will include a review of the applicant's experience for posted requirements, driving and criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department
Applications may be downloaded from the City's website at www.cityofsouthfield.com

City of Southfield application packets **required** and must be received in the Human Resources Dept. no later than 5:00 P.M.,
Wednesday, November 23, 2016

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

vr DATED: November 9, 2016



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or (248) 354-4831 (TDD) if auxiliary aids or services are needed. Reasonable advance notice is required.