

Grant County Area Plan Job Description: Code Enforcement Officer

Grant County Area Plan
401 South Adams St.
Marion, In 46953

Salary: \$36,750 annually, 35 hours per Week

Relationships:

Reports to: Executive Director

Primary Internal Contacts: Area Plan staff, Health Department (Environmental Division), Area Plan Legal Counsel, Sheriff’s department

External Contacts: Indiana Department of Homeland Security, Indiana Department of Environmental Management, local government jurisdictions

Benefits: This position is a full-time non-exempt position with full county benefits.

Duties of Position

Under the direction of the Executive Director manages ordinance complaints, conducts field investigations, prioritizes violations, maintains case files, represents department in court hearings, and serves as a back-up to the building inspector. Areas of focus are unsafe housing, violation mitigation (primarily non-Health Department violations associated with Chapter 94 of the Grant County Code of Ordinances) and building inspections. The selected individual will be responsible for realistically enforcing state and local codes in response to complaints and other referrals, but also for working with individuals and groups to find positive solutions to problems. The Area Plan Department has a small staff. The selected individual will also be responsible for various office duties including, but not limited to, preparing and issuing permits, working with customers at the counter to answer questions (usually regarding property development issues), answering the phone, supporting the Executive Director at after-hours meetings if needed (which would be covered by comp time), etc. The selected individual will also be expected to attend optional and required trainings (usually held by the Indiana Association of Building Officials), conferences, and other activities as appropriate. The person should be comfortable and proficient at using Microsoft office products and dealing with the public.

Training and Experience Required to Perform Essential Duties and Responsibilities.

Bachelor’s degree or higher desired, high school diploma, or GED required plus one to two years relevant work experience; and/or equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be willing to apply for and obtain certification with the International Code Council for certification under appropriate categories for the International Residential Code.

Operational Requirements

- Must have a valid Indiana Driver’s License by start of employment
- Must be willing to comply with Grant County drug and alcohol policies.

Grant County is an Equal Opportunity Employer