Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: **Code Enforcement Officer**
DEPARTMENT: **Code**
SALARY: **$1,716.92 Bi-Weekly**
HOURS: **Full time**

DATE POSTED: **May 23, 2016**
DATE CLOSED: **May 28, 2016**

DEFINITION: Inspects property, houses, apartment units, mobile homes and other public and private buildings and enforces City Codes, State Statutes and National Building Codes. This employee must be able to work independently and reports to the Director of Code Enforcement

ESSENTIAL FUNCTIONS:

1. Inspect properties and respond to citizen complaints including but not limited to tall grass, weeds, animal issues, abandoned vehicles, snow removal and trash containment
2. Inspect substandard houses, apartment units
3. Enforce residential building codes regarding repairs or alterations
4. Respond to public concerns

QUALIFICATIONS:

1. Minimum of high school diploma or GED
2. Valid driver's license
3. Ability to professionally handle adverse situations
4. Capable of making quick decisions

PHYSICAL REQUIREMENTS:

1. Ability to stand and walk for long periods of time
2. Navigate various type of terrain
3. Climb ladders, enter attics and basements and climb steps

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.