



MAPLE HEIGHTS JOB OPENING FULL TIME CODE ENFORCEMENT OFFICER

The City of Maple Heights is seeking qualified candidates for an open Code Enforcement Officer position. The position enforces city property maintenance and housing codes, inspects commercial and residential construction projects for compliance with applicable codes, and prepares notices of code violations/inspection reports. 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. Applicant must be comfortable working with Microsoft Windows devices and Microsoft Office products.

EDUCATION AND EXPERIENCE:

- At minimum, 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.
- Applicants must possess and maintain a valid International Code Council (ICC) Property Maintenance and Housing Inspector Certification or be able to obtain such certification within 6 months of the date of hire. OBBS residential certifications preferred but not required.
- A current, valid State of Ohio driver's license and a driving record that is acceptable to the City's risk managers and insurers.

Applications are available on the City of Maple Heights website: www.citymapleheights.com and also at the Department of Human Resources located at 5353 Lee Road, Maple Heights, Ohio 44137. Please return applications to the City of Maple Heights, Department of Human Resources, at address above, or email to: jstevenson@mapleheightsohio.com.

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.