

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Code Compliance Officer	Department:	Neighborhood Code Compliance
Requisition Number:	2025193		
Hours:	7:00 am to 4:00 pm, or 8:00 am to 5:00 pm, may vary	Rate of Pay:	\$29.28 - \$33.00 per hour
Date Posted Up:	3/19/2025	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

SUMMARY

Under the supervision of the Field Supervisor, inspects residential and commercial structures, enforces all Minimum Housing and Commercial Standards; Abandoned Vehicle Ordinance; Indiana Unsafe Building Law; and all other applicable ordinances. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

OPERATIONS

- Inspects and enforces compliance with Minimum Housing and Commercial Standards, Abandoned Vehicle Ordinance, Indiana Unsafe Building Law; and all other applicable ordinances;
- Maintains case load, reports, notices, documents, and legal records electronically as required;
- Utilizes technology including GIS, digital media, Microsoft products, Web based software, etc.;
- Maintains confidentiality of all records;
- Must be available for twenty-four (24) hour emergency call assignments;
- Makes proper referral to other departments and agencies;
- Acquires Police Commission to issue citations;
- Performs inspections in structures which may include attics, basements, crawl spaces, and additional stories;
- Enforces all laws applicable within City limits;
- Maintains Property Maintenance and Inspector Certification;
- Occasional enforcement of the Weed Ordinance for unique circumstances which would require an employee with a Police Commission;

INFORMATION/COMMUNICATION

- Writes detailed, clear, and accurate reports, narratives, and summaries;
- Presents evidence in Order to Repair Administrative Hearings on a weekly basis and is prepared to testify in any Court proceedings;
- Ability to handle questions and/or complaints with owners and/or occupants in an adversarial environment in a professional manner;
- Exhibits excellent customer service skills;
- Communicates effectively and professionally;
- Educates citizens on requirements of Ordinances enforced by Neighborhood Code Compliance

(NCC);

- Represents department on assigned cases as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor(s). Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

- Education and/or experience equivalent to an Associate Degree in Building Technology, Sanitation, Planning or related enforcement area and two (2) years' experience in related technical area of construction;
- Closely related work experience at a level commensurate with the position may count toward a maximum of one year of full-time undergraduate college education.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Must be able to identify and explain functional/structural components of a building. Testing to ascertain this requirement will be conducted;
- Must be familiar with electrical, mechanical, and HVAC components of structures and their relationship to each other. Testing to ascertain this requirement will be conducted.
- Ability to work in the field with minimum supervision and maintain productivity as required;
- Ability to write concise detailed reports which can become part of legal documents;
- Ability to handle moderately complex tasks by applying routine practices and procedures gained through a moderate amount of experience;
- Ability to pass post-offer psychological evaluation and post offer screen for this position;
- Ability to read and understand policies, rules, regulations, laws, instructions;
- Ability to operate a motor vehicle safely and in a legal manner;
- Bilingual preferred.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, the general public, City Legal, as well as opposing Counsel.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License;

- Special Police Commission required within first 60 days of employment date;
- Certification as a Property Maintenance & Housing Inspector required within six (6) months of employment date. Certification to be obtained through the International Code Council.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to handle, or feel; reach with hands and arms; bend, twist, kneel, push and/or pull, climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 35 pounds; and re-secure unsafe structures.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.