

# CITY OF SHREWSBURY, MISSOURI OPEN POSITION ANNOUNCEMENT

## CODE ENFORCEMENT INSPECTOR (PART-TIME) POSITION

DATE OF POSTING: October 2021

City of Shrewsbury (Pop. 6,406)

### **Position Overview:**

The City of Shrewsbury has an opening for the position of Code Enforcement Inspector for the Building & Housing Department working directly under the supervision of the City Administrator.

This part-time position is responsible for enforcing the minimum maintenance standards and conditions of all properties, buildings and structures within the City of Shrewsbury, ensuring that structures are safe, sanitary and fit for occupation and use.

Job duties may include, but are not limited to, issuing violation warnings, citations, and court summons; interior and exterior field inspection work; and the preparation of reports, memos, notices, and other correspondence as required.

Performs technical work related to review and interpretation of Shrewsbury Municipal Code, as well as all ICC codes and the enforcement of Building/Housing and Zoning regulations.

The ideal candidate will have a high school diploma or equivalent, with two or more years of experience in code enforcement. Completion of an ICC certification program in property maintenance and housing inspections, or equivalent coursework, is preferred. Must also demonstrate a proficiency in applying municipal codes and ICC codes in all construction environments.

This part-time position generally requires around 20 hours/week. Compensation is set at \$30/hr. A job description is available for review on the City's website at [www.cityofshrewsbury.com](http://www.cityofshrewsbury.com)

### **To Apply:**

Submit cover letter, resume and a minimum of 3 work references to:

City of Shrewsbury  
C/O Elliot Brown, Assistant City Administrator/City Clerk  
5200 Shrewsbury Avenue  
Shrewsbury, Missouri, 63119

or via email to [ebrown@cityofshrewsbury.com](mailto:ebrown@cityofshrewsbury.com)

Application review commences immediately upon open position announcement. Applications will be received until the position is filled. The City of Shrewsbury is an Equal Opportunity Employer. Compensation non-negotiable.

### **Closing Date:**

Open until filled.