



JOB POSTING

CODE ENFORCEMENT OFFICER

Salary Range: Minimum \$ 48,575 Maximum \$67,953 DOQ

Grade: 09

Supervisor: Chief Building Official

The City of Creve Coeur is currently seeking an energetic, detail-oriented, and self-motivated individual for the position of Code Enforcement Officer within the Building Division. This is a full-time, non-exempt position that offers a robust and competitive benefits package including cost sharing of health and dental insurances, a defined benefit retirement plan through Missouri LAGERS, 10.5 paid holidays annually, paid vacation and sick leave, personal days, voluntary insurances and 457 investment plans, and more.

Job Duties:

- Ensures the city's property maintenance code, residential and non-residential exterior maintenance codes, zoning code, sign code and nuisance codes are followed.
- Investigates complaints related to possible violations of the city's codes and ordinances and communicates the results of these inspections with the affected parties.
- Issues property maintenance, zoning, nuisance, high weeds and grass, dead tree, limbs/brush obstructing ROW and building code violation notices to ensure code compliance.
- Serves as the lead apartment re-occupancy inspector and performs other inspections as assigned.
- Maintains accurate files and manages caseloads effectively.
- Attends monthly municipal court hearings and coordinates with the Prosecuting Attorney's office on code enforcement cases

Requirements:

Successful candidate must possess a high level of energy and excellent customer service skills. The ability to communicate clearly, concisely, and tactfully with a diverse constituency is essential. The ability to prioritize multiple tasks and work independently is required. Successful candidate must demonstrate the ability to solve problems and provide alternative solutions effectively. Possess a Certification by the International Code Council as a Property

Maintenance Inspector or ability to obtain within 6 months of employment. Must be able to establish and maintain effective working relationships.

Valid driver's license and clean driving record is required. Graduation from high school or equivalent required. A candidate with 2+ years of code enforcement experience is preferred.

PHYSICAL REQUIREMENTS:

- Able to work outside in varying weather conditions. Able to walk, stoop, bend, push, pull, kneel and climb as necessary to make inspections.

To Apply:

Internal candidates: Please apply with a letter of interest to Janet Rueschhoff at hr@crevecoeurmo.gov.

External candidates: Complete an online job application at www.creve-coeur.org/jobs. For additional questions please contact Human Resources at (314) 872-2511. The position will be posted until filled. The City of Creve Coeur is an Equal Opportunity Employer and participates in E-Verify.