

LEGAL NOTICE

August 2, 2021

THE CITY OF WABASH BUILDING DEPARTMENT IS SEEKING APPLICATIONS FOR THE POSITION OF CODE ENFORCEMENT OFFICER

Applications are being accepted until **4:00 pm**, the 20th day of August 2021, by the City of Wabash Building Department.

Applications, and job description, may be obtained at Building Department in City Hall, 202 South Wabash Street, Wabash, Indiana and also can be downloaded on the City of Wabash Website <http://www.cityofwabash.com/city-information/employment-opportunities/> . Applications must be returned to the Building Department 202 South Wabash St. Wabash, IN. 46992, by 4:00 pm, the 20th day of August 2021.

To be considered for appointment, applicants must:

Have a valid high school diploma or General Equivalency Diploma (GED).

Possess a current, valid driver's license at time of appointment.

Possess high moral character and commitment to service.

A recent photograph must accompany all applications.

Interviewing of applicants will be determined following a review of applications and background checks at City Hall 202 S. Wabash St., Wabash, Indiana.

THE CITY OF WABASH IS AN EQUAL OPPORTUNITY EMPLOYER

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City of Wabash

BUILDING COMMISSIONER

James J. Straws CBI, CFI, CPE

CITY HALL
202 S. Wabash Street
Wabash, IN 46992

(260) 563-4171
FAX (260) 563-0876

POSITION: Code Enforcement Officer/ Building Inspector
DEPARTMENT: Building Commissioner
WORK SCHEDULE: 8:00am to 4:00pm Monday to Friday
JOB CATEGORY: PAT (Professional, Administrative, Technological)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical duties in support of the City's local building department and code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of field and office work in support of the City's local building department and code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
3. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
4. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.

5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
6. Prepare a variety of written reports, memos, and correspondence related to building department and enforcement activities.
7. Patrol assigned area in a city vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
8. Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
9. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement, research complaints.
10. Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
11. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal code compliance program.
Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
City services and organizational structure as they relate to code compliance.
Legal actions applicable to code enforcement compliance.
Effective public relations practices.
Principles and procedures of record keeping.
Methods and techniques of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
Occupational hazards and standard safety practices.
Geographic features and locations within the area served.

Ability to:

Independently perform a full range of municipal code enforcement and compliance duties.

Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.

Inspect and identify violations of applicable codes and ordinances.

Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.

Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.

Investigate complaints and mediate resolutions in a timely and tactful manner.

Prepare accurate and detailed documentation of investigation findings.

Maintain logs, records, and files.

Research, compile, and collect data.

Prepare clear and concise technical reports.

Make oral presentations and testify in court
Work independently in the absence of supervision.

Read County Assessors maps and property profiles.

Read and interpret legal documents and descriptions.

Understand and follow oral and written instructions.

Type and enter data accurately at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in building construction, criminal justice, public administration, business administration, or other related field.

Experience:

One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Ability to obtain International Code Council (ICC) certification as a Residential Building Inspector within four (4) years.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and

walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Code Enforcement Officer position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.

APPLICATION FOR EMPLOYMENT

CITY OF WABASH, INDIANA

An Equal Opportunity Employer

The City of Wabash, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability in employment or the provision of services.

Please type or print responses to ALL questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position sought _____

Last name _____ First name _____

Middle initial _____ Former name(s) _____

Address _____ City/state/zip _____

Phone _____ Are you at least 18 years of age? Yes _____ No _____

Are you interested in: Full-time work? Yes _____ No _____

Part-time work? Yes _____ No _____

Temporary work? Yes _____ No _____

Date available to start work: _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed, check here _____ and skip to **Previous employer** below.

• Current Employer _____

Address _____ City/state/zip _____

Phone (____) _____ Hire date _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____

Title _____ Work phone _____

Briefly describe the work you do such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave? _____

May we contact your current employer? Yes: _____ No: _____ If no, please explain why: _____

• Previous employer _____ Phone (____) _____

Address _____ City/state/zip _____

Dates employed _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____

Title _____ Work phone _____

Briefly describe the work you do such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

• Previous employer _____ Phone (____) _____

Address _____ City/state/zip _____

Dates employed _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____

Title _____ Work phone _____

Briefly describe the work you do such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

• Previous employer _____ Phone (____) _____

Address _____ City/state/zip _____

Dates employed _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____

Title _____ Work phone _____

Briefly describe the work you do such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

If you had additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From _____ to _____ Reason _____

From _____ to _____ Reason _____

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High School attended *Attach additional pages as needed*

Name _____

Address _____ City/state/zip _____

Diploma? Yes _____ No _____ GED? Yes _____ No _____

Activities, awards (you may exclude any that indicate race, color, religion, gender, age national origin, or disability)

College(s) or Trade School(s) attended *Attach additional pages as needed*

• Name _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

• Name _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

• Activities, awards (you may exclude any that indicate race, color, religion, gender, age national origin, or disability) _____

• Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking: _____

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here _____ and skip to the next section.

| <u>Military Branch</u> | <u>Dates of Service</u> | <u>Highest Rank Attained</u> | <u>Rank at Separation</u> |
|------------------------|-------------------------|------------------------------|---------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Type of Discharge: _____ Citations/awards received _____

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training _____

Professional/special license(s) or certificate(s):

| <u>State</u> | <u>Issued By</u> | <u>Date Issued</u> | <u>Expiration</u> | <u>Type</u> | <u>License #</u> |
|--------------|------------------|--------------------|-------------------|-------------|------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Have you had any license suspended, revoked or terminated? Yes _____ No _____ If yes, explain: _____

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

| <u>Organization name</u> | <u>Address</u> | <u>Phone</u> | <u>Offices/Positions</u> |
|--------------------------|----------------|--------------|--------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

• Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. (You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)

PERSONAL INFORMATION

Do you have any commitments that might interfere with or adversely affect your employment with us, such as a second job or school? Yes __ No __ If yes, please explain:

• Have you ever been convicted of a felony? Yes ____ No ____ If yes, please explain: _____

• List three references that are not related to you and are not former employers or supervisors:

Name _____ Phone _____

Address _____ City/State/Zip _____

Number of years known _____

Name _____ Phone _____

Address _____ City/State/Zip _____

Number of years known _____

Name _____ Phone _____

Address _____ City/State/Zip _____

Number of years known _____

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

• I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

• I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

• I understand and accept that if any information required in this application is found to be falsified, or intentionally excluded, that my application may be disqualified from further consideration. I further understand and accept that, if the employer employs me, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

• I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature

Date

Voluntary Affirmative Action Survey

• TO BE COMPLETED BY APPLICANT – TO BE FILED SEPARATELY FROM APPLICATION •

CITY OF WABASH, INDIANA

An Equal Opportunity Employer

The City of Wabash, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability in employment or the provision of services.

► COMPLETION OF INFORMATION BELOW IS VOLUNTARY ◀

Please be advised that your survey is considered confidential information and it is not a part of your official application for employment. Inclusion or exclusion of any data will not affect any employment decision.

In an effort to comply with government requirements regarding record keeping, reporting and other legal obligations, we ask that you complete this applicant data survey. *Thank you for your cooperation.*

• Personal Information

Date ____/____/____

Applicant last name _____ First _____ Middle _____

Address _____ City/state/zip _____

Position(s) applied for _____

• Referral Source

- Advertisement Employee Relative Walk-in School
 Government employment agency Private employment agency
 Other _____

Name of source (if applicable) _____

• Government Requested Information

Check One: Male Female

Check one of the following race/ethnic groups:

- Black White Native American/Alaskan Native Asian/Pacific Islander
 Hispanic (Mexican –American, Puerto Rican & Other Spanish Origin)

Check the following that are applicable:

- Veteran Vietnam Era Veteran Disabled Veteran Disabled individual

AUTHORIZATION AND RELEASE

In applying for employment, I want the City of Wabash to be fully informed of my work history. I therefore, authorize the City of Wabash to investigate my background and to obtain any and all information that may concern me. I release all persons including the City of Wabash, schools, companies, corporations, credit bureaus and law enforcement agencies from any liability on account of furnishing such information.

I fully understand that if employed, any misrepresentation of facts on my application is sufficient reason for my termination. In addition to my authorization and release of information and entities set forth above, I also authorize the City of Wabash to discuss the results of any pre-employment investigation with persons who conduct the interviews in any investigation, as well as with those individuals responsible for hiring.

I understand that nothing contained in my application or in the granting of or conducting of an interview is intended to create an employment contract or binding contractual relationship between the City of Wabash and myself, either for employment or for the providing of any benefit.

No promises regarding employment or duration of employment have been made to me and I understand that no such promises or guarantees are binding upon the City of Wabash unless made in writing by the Mayor, Board of Works, or designee.

If an employment relationship is established, I understand that I have the right to terminate my employment at any time, with or without notice, and the City of Wabash may terminate my employment at any time pursuant to the express provisions of the Personnel Policies Handbook if applicable to me. If any employment relationship is established in consideration of such an employment relationship, I agree not to use or reveal any confidential information of the City of Wabash.

The City of Wabash and its elected officials, administrators, manager, employees and agents are all released by me for any legal responsibility or liability for the release of such information and records as authorized above or any other liability that may arise from the release of such information.

I have read the above statement carefully and, if employed, I agree to abide by all of the terms set forth above.

Applicant's signature

Date