



CITY OF BROOKLYN CENTER
 invites applications for the position of:
Housing & Code
Enforcement Tech

SALARY: \$13.23 /Hour

OPENING DATE: 03/15/13

CLOSING DATE: Continuous

POSITION SUMMARY:

This position performs inspections and related functions of residential and commercial properties to ensure compliance with property maintenance, signs, zoning, nuisance, vacant buildings, grass/weed violations and other city codes. The position may assist in rental and building permit inspections.

EXAMPLES OF DUTIES:

- Performs inspections and related functions related to residential and commercial properties to ensure compliance with various city codes including, but not limited to property maintenance, housing, zoning, vacant buildings, grass, sign and nuisance.
- Assists inspectors and city staff with investigations and special projects.
- Investigates complaints and issues letters of compliance.
- Works with individuals in the community to achieve compliance with city codes, while fostering a sense of community.
- Responsible for maintaining records and filing.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must have completed or be currently enrolled in a Housing Planning, Community Development, Building Construction, Law Enforcement or other related post-secondary education program.
- Must have a valid and unrestricted Minnesota Driver's License.
- Must have working knowledge of computers, including Microsoft Office.

SUPPLEMENTAL INFORMATION:

Desirable Training and Experience

- Experience enforcing codes, such as property maintenance, construction, zoning, or nuisance.
- Experience providing customer service or handling complaints.
- In addition to English, the ability to speak, read and/or write non-English languages.
- Computer experience with databases and GIS.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofbrooklyncenter.org>

Position #
 HOUSING & CODE ENFORCEMENT TECH
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