

Code Compliance Officer I
118-104

The City of Overland Park has two Code Compliance Officer I positions available in the Community Services Division of the Planning & Development Services Department. Responsibilities: Inspects and investigates reported violations of municipal codes and ordinances related to residential and non-residential property. Responsible for enforcing violations of municipal codes related to zoning, public nuisances, property maintenance, health, environment and safety. Prepares and issues violation notices, written reports, memos and correspondence, and notices to appear in Municipal Court. Prepares minor work orders for abatement action by the City. Consults with Prosecutor's Office regarding prosecution of violators. Responds to emergency operations such as snow removal. Requirements: Education equivalent to high school diploma required. Additional college-level courses in business correspondence and/or conflict resolution preferred. Employees hired after April 15, 2014 must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City and maintain an insurable driving record. Certification in one of the following areas is preferred: Certified Property Maintenance/Housing Inspector; Certified Zoning Inspector; Certified Environmental Health Technician; Certified Food Safety Professional; and Certified Code Enforcement Officer. Two years job-related work experience in health, environmental, or code enforcement work of any kind. No City residency requirement. Must successfully pass a background check, drug screen and physical. 8:00 a.m. – 5:00 p.m., Mon-Fri, Saturdays as required. \$3,229-\$4,036/mo. Open until filled. Apply online, attach a resume, cover letter and view your online application at www.opkansas.org. If unable to apply online, visit the HR Office between 1 p.m.-4 p.m., M-F.

City of Overland Park
Human Resources Dept.
8500 Santa Fe Dr.
Overland Park, KS 66212
EO/M/F/D/V