

Code Compliance Officer I/II/Senior  
119-196

The City of Overland Park has two full-time Code Compliance Officer I positions available in the Community Services Division of the Planning & Development Services Department. Successful candidates may be hired at a Level I, II or Senior position depending on experience. Responsibilities: Inspects residential and nonresidential property and enforces compliance with municipal codes and ordinances related to zoning, public nuisances, property maintenance, public health and environment. Prepares and issues violation notices, notices to appear in Municipal Court, work orders for abatement action by the City, written reports, memos and correspondence. Participates in emergency operations, including snow removal, as required, and other duties as assigned. 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. Analytical and research skills. Computer software skills to process and enter daily work. Must be able to communicate effectively with managers, supervisors, vendors, business owners and the general public. Working knowledge of public sector administration. Code Compliance Officer I: The preferred candidate will have two years job-related work experience in code enforcement work of any kind or experience in construction, food safety or environmental health. Code Compliance Officer II: Required Certifications: Property Maintenance and Housing Inspector or Zoning Inspector. Two years experience as Code Compliance Officer I or three years of job-related experience in other code enforcement work (i.e. construction, health, environmental). Job-related experience should be supplemented with National Certifications. Code Compliance Officer, Senior: Required Certifications: Property Maintenance/Housing Inspector; Zoning Inspector; and ServSafe Certification. Preferred Certifications: Registered Environmental Health Specialist; Food Safety Professional; and Certified Professional of Food. Two years of experiences as a Code Compliance Officer II or 5 years job-related experience in code enforcement, health or construction. Experience in the health field shall be supplemented with one of the preferred certifications. Job experience in construction should be supplemented with certifications in the building code from the International Code Council. No City residency requirement. Must successfully pass a polygraph examination, thorough background check, drug screen and physical exam. 8:00 a.m.-5:00 p.m., Mon-Fri., Saturdays as required. I) \$3,261-\$4,076/mo.; II) \$3,584-\$4,479/mo.; Sr) \$4,001-\$5,001/mo. Open until filled. Apply online, attach a resume, cover letter and view your online application at [www.opkansas.org](http://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  
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EO/M/F/D/V