



Seeking applications for the position of:
Code Enforcement Officer/Assistant Building Official

Open Date: June 9, 2022 Closing Date: June 23, 2022 at 5:00p

SALARY: \$2,934.53 per month plus a generous benefit package including: Persi retirement, paid medical/dental/vision, and paid vacation and sick leave

QUALIFICATIONS:

- Graduation from high school or possession of a GED; and
- One to two years advanced or technical training in ordinance enforcement; and
- One to two years experience in zoning or related ordinance violation investigations, with building experience and knowledge preferred; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

General Statement of Duties: Performs duties to ensure compliance with City of Mountain Home zoning and development land use ordinances and regulations. Performs field inspections and enforces municipal code provisions and land use laws pertaining to public welfare, safety, public nuisance, property maintenance, and explains regulations relating to city codes including zoning, land use, and related codes to the public. The position will also perform administrative and clerical duties, backup the administrative specialist when needed, assist the Building Official with building inspections, and perform other related work as required.

Required Knowledge, Skills & Abilities:

Knowledge of:

- County, state, and other applicable public nuisance, zoning, building code, solid waste, property maintenance, ADA regulations and guidelines, International Property Maintenance Codes, International Code Council Legal Aspects of Code Administration, general health, subdivision, rural addressing, and related codes and ordinances;
- Public relations, communication, and customer service principals and techniques;
- Investigative methods, techniques, and objectives, including documentation and record-keeping;
- Conflict resolution methods;
- Applicable state and federal regulations regarding ADA requirements.

Ability to:

- Work independently;
- Maintain strict confidentiality and impartiality and tactfully explain guidelines, regulations, and policies;
- Operate a motor vehicle

OTHER REQUIREMENTS:

- Possession of a driver's license issued by the State of Idaho
- Ability to obtain an International Residential Inspector Certification within one year of employment

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resources Department at PO Box 10, Mountain Home, ID 83647 or email to HR@mountain-home.us. Applications and a full job description are available on the City website at www.mountain-home.us or can be picked up at City Hall. No phone inquiries please.