

# Code Enforcement Administrator

**Salary**

\$64,209.60 - \$94,286.40 Annually

**Location**

Canton, OH

**Job Type**

Full-Time

**Department**

Code Enforcement

**Job Number**

M5-22

**Closing**

2/28/2022 11:59 PM Eastern

**Wage Information**

Annual Salary Range: \$64,215.84 - \$94,294.93

Employment with the City of Canton comes with an array of benefits. We offer comprehensive health insurance, paid vacations, paid holidays, a retirement plan, sick time, and personal holidays.

Applicants must apply at [governmentjobs.com](http://governmentjobs.com). Applicants must submit a valid photo ID along with their application.

To be eligible for the position under this examination, all applicants must be U.S. citizens or have legally declared their intention of becoming U.S. Citizens.

This is an **open** examination. Eligible candidates will be notified by email when we have the date, time, format, and location of this examination.

In order to properly process your application, please submit a copy of your International Property Maintenance Code Certificate per the International Code Council (ICC). Also attach a copy of your resume, detailing your relevant experience.

**Job Description**

**GENERAL STATEMENT OF DUTIES:** This is a responsible, professional, and managerial position. An employee in this classification assists the Chief Building Official in the management and administration of the Safety Director's Department of Building Inspection/Code Enforcement, which includes supervision, policy development, procedures, personnel safety, purchasing, and training for the Building Inspection, Code Enforcement and Zoning areas of the Department. The individual is responsible for handling inspection records, demolition notices, and personnel files. The Code Enforcement Administrator assists the Chief Building Official in the supervision of the Building Inspection/Code Enforcement Department which includes responsibility for enforcing all municipal and state building, electrical, plumbing, heating, air conditioning, and energy conservation codes and regulations. The individual is responsible for the direction of work and manner of accomplishment of the assigned departmental staff. The individual reports directly to the Chief Building Official and performs other duties as assigned by the Chief Building Official.

**MINIMUM QUALIFICATIONS:** Graduation from college with a Bachelor's Degree in the building or construction industry, or a related field, plus five years of industry experience is required; or ten years of an equivalent combination of education, experience, and/or training in the building or construction industry which provides the necessary knowledge, skills, and abilities. Knowledge in the building, electrical, HVAC, and/or plumbing fields is required. Supervisory experience is required. Must possess and maintain an International Property Maintenance Code Certificate per the International Code Council (ICC). Residential and commercial inspector certifications in multiple fields (i.e. Building, Maintenance, Plumbing, Electric) are highly desired. Building demolition and code enforcement experience is desired. Must possess a valid Ohio driver's license.

**UNIQUE REQUIREMENTS/PHYSICAL REQUIREMENTS:** Knowledge of state and local building codes, regulations, and procedures. Knowledge of the operations of various City departments. Ability to prepare technical and administrative reports. Ability to analyze situations and develop workable solutions. Ability to present ideas effectively, orally, and in writing. Ability to establish and maintain effective working relationships with elected officials, department heads, City employees, other agencies, and the general public. Ability to supervise departmental staff, including specialists in the electrical, HVAC, and plumbing fields.

**ESSENTIAL FUNCTIONS:** Performs supervisory, managerial, and administrative functions in the Safety Director's Department of Building Inspection/Code Enforcement as described above under General Statement of Duties.

#### **Testing Information**

**SUBSEQUENT TO THE FILING OF THE APPLICATION, ELIGIBLE CANDIDATES WILL BE NOTIFIED OF THE FORMAT, LOCATION, DATE, AND TIME OF THE EXAMINATION. THE EXAMINATION MAY BE EITHER A WRITTEN EXAM OR ORAL INTERVIEW, OR A COMBINATION OF THE TWO. SPECIFICS WILL BE ANNOUNCED AT A LATER DATE.**

#### **RATING**

Your name will be placed on a list of eligible candidates upon receiving a passing score. Once the list has been established, your name will remain on the list for a period of one (1) year.

#### **IMPORTANT NOTICE TO VETERANS**

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive an additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

**NOTICE OF DRUG TESTING REQUIREMENT**

Pursuant to Civil Service Rules applicants are hereby advised that the position of employment being examined for is subject to a drug test. Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result.

**NOTICE OF BACKGROUND INVESTIGATION**

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

**ADA COMPLIANCE**

Reasonable accommodation in accordance with ADA Compliance will be made available upon request to those qualified applicants in need of it, in order to achieve the essential job functions as described above.

**EQUAL EMPLOYMENT**

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION**

**Samuel J. Sliman, Director**

**Rachel A. Forchione, Deputy Director**

**Agency**

City of Canton

**Department**

Code Enforcement

**Address**

424 Market Ave N

Canton, Ohio, 44702