

City of Dayton, Ohio – Conservation Specialist (Housing Code Enforcement)

Responsibilities

Protects public health and safety by enforcing housing, environmental, non-residential building maintenance, refuse, abandoned and junk vehicles, zoning, nuisance and fire codes. The incumbent achieves code compliance through plan review and on-site inspections of property, buildings and construction sites. Identifies violations of city, state, and federal codes. Communicates to and educates property owners on the best method to achieve code compliance; initiates appropriate legal remedies to correct violations if necessary.

Minimum Qualifications

Must meet one of the following:

1. Associates degree **AND** 2 years of experience in zoning, housing inspection, code enforcement, or equivalent.

OR

2. High school diploma or G.E.D. **AND** 5 years of inspectional experience in housing, construction, environmental, zoning or fire fields.

Degree must be from a college or university that is accredited by the U.S. Department of Education through the North Central Association of Colleges and Schools Higher Learning Commission or equivalent region.

License Requirements

Must possess a valid driver's license at time of appointment and maintain thereafter as a term and condition of continued employment.

Promotional Qualifications

Must be a full-time permanent or part-time permanent employee in pay grade 124 (Wage) or below, pay grade 29 (Clerical) or below, or equivalent, and been employed for 6 consecutive months by the City of Dayton in a classified Civil Service position. Identical scores will be broken by (1) seniority and (2) random selection method.

Open Competitive Applicants

Final appointment is contingent upon the applicant passing a job-related medical examination and providing documentary evidence of Employment Authorization and Identity. Identical scores will be broken by a random selection method.

Notes

Examination dates and times are subject to change. Calculators will be provided for the Civil Service examination. Applicants appearing on the Promotional eligible list shall be considered for appointment prior to those on the Open Competitive list. Applicants are responsible for providing all necessary employment dates, experience, training, or any other requirements as stated in the Exam Announcement, in order for their application to be considered for certification and admittance to the examination process.

Background Check

A background investigation is required prior to employment. All candidates must pass any level of background investigation applicable to the position, including current city employees seeking transfer, promotion, demotion, etc. into a classified position.

Drug and Nicotine Testing

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Final appointment is contingent upon the applicant passing a drug screen. Applicants offered employment with the City will be required to pass a nicotine screening. Newly hired employees must remain tobacco and nicotine free as a condition of continued employment. The Tobacco and Nicotine Free Hiring Policy does not apply to current City employees.