



JOB OPENING CITY OF KNOX – BUILDING SERVICES, CODE ENFORCEMENT, PLANNING

A great opportunity to begin your career with the City of Knox!

Position Available: DIRECTOR OF BUILDING, CODE ENFORCEMENT & PLANNING

Salary Range (Hrly): Full-time/Benefits. Salary negotiable based on experience and education. A Valid Driver's License and High School Diploma/GED are required. A Bachelor's degree in planning, public administration or related discipline with a minimum of 1-3 years of experience in planning; or any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

Applicant must be self-motivated and able to work without direct supervision. Must be able to communicate clearly, both written and verbally with customers and other City Staff.

Building Commissioner Essential Duties and Responsibilities:

Enforce State of Indiana Building Codes Prepare Applications: Verify Ownership, Verify Correct Zoning, Verify Setbacks, Issue Building/Improvement Permits, Issue Occupancy Permits, Issue Fence Permits

Code Enforcement Officer Essential Duties and Responsibilities

Code Enforcement Officer is responsible for the enforcement and compliance of City Code and Zoning Violations. Conducting field inspections to identify violations, responding to complaints, removing illegal signs and working with those non-compliant properties/businesses to come into compliance.

Planning & Community Development Essential Duties and Responsibilities

Planning: Enforce all City of Knox Planning Commission & BZA rules and regulations. Attend Planning Commission, BZA meetings and public hearings. Deliver to BZA all necessary paperwork for special uses, appeals, variances and other matters and regular meetings. Provide such clerical and technical assistance as may be required by Planning Commission and BZA in the exercise of their duties. Prepare applications and make required notifications to property owners. Prepare legal notices for publication.

Achieve Code certification in residential and/or commercial inspections within six months of date of hire. Ongoing training to maintain all code certifications (ICC) is required.

Community Development: Interacts with the Plan Commission and Board of Zoning Appeals. Make recommendations to the Mayor, Common Council, and in conjunction with the City of Knox Redevelopment Commission's programs and policies related to business development and planning, and other planning organizations in the region.

Performs other duties as assigned.

Applications and a complete job description may be picked up at the Mayor's Office at the Knox City Hall, Monday-Friday 8:00 a.m. – 4:00 p.m. Applications may be dropped off at the Mayor's Office or mailed to 101 W. Washington St., Knox, Indiana 46534. This position will remain open until filled.

The City of Knox is an Equal Opportunity Employer.

DE/pjt/mayor/personnel/dirofbuildingcodeenforcementplanning ad