



Housing & Zoning Inspector Planning Department

Posting Date
February 9, 2018

Starting at \$48,439 – 60,549/yr.
Salary negotiable (within range) – based on qualifications

Closing Date
February 28, 2018

*“We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best”*

DUTIES

- Inspects existing structures and premises for compliance with codes and ordinances including, but not limited to, zoning, nuisance, sign, property maintenance, business licensing, and construction.
- Identifies violations, interprets legal requirements, coordinates inspections, communicates with property owners, tenants, managers, and contractors to explain regulations and resolve violations.
- Follows-up with complainants to effectively communicate actions, resolutions, or investigation outcomes.
- Prepares legal defense strategies and presents cases to the District Court. May work closely with the City Attorney’s Office when necessary.
- Monitors an assigned geographical area to identify noncompliance to codes/standards and for dangerous conditions. Completes and maintains daily inspection records, writes notices, prepares reports, fulfills Freedom of Information Act requests.
- Monitors abatement contractor performance; trains volunteer sign removal participants.
- Performs other duties assigned.

REQUIREMENTS

- Associate Degree (or 60 credit hours) in business or a related field from an accredited college or university.
Applicants must submit proof of degree/educational attainment with application and official transcript at time of interview.
- Three years of recent work experience in compliance and enforcement of housing/zoning codes and ordinances.
- Applicants with an equivalent combination of training and experience may be considered.
- Excellent problem solving skills, especially when interpreting code requirements and recommending solutions.
- Excellent verbal and written communication skills.
- Strong computer skills and experience with Geographic Information Systems, BS&A Equalizer (or other municipal code enforcement software), and Microsoft Word, Excel and Outlook.
- Able to work outside in all seasons, climb stairs, traverse uneven terrain and twist, bend stoop, kneel to conduct thorough inspections.
- Must possess a valid Michigan driver license with a good driving record (based on City of Troy standards). Out of state applicants must provide current driving record at time of application and obtain State of Michigan license within one month of appointment.
- As a condition of employment, the successful candidate must pass a pre-employment physical.

PREFERENCES

- Current employment as a municipal Housing, Zoning, or Codes Inspector.
- International Code Council Certification for Property Maintenance Inspector.
- International Code Council Certification and Michigan DLEG Building Inspector or Building Official.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing “see resume” is not sufficient*).