



The City of Yukon - Job Announcement

Combo Inspector – Community Development

JOB SUMMARY

Enforce provisions of the City's Municipal Codes including zoning laws and health and safety codes, perform inspections and searches, issues citations, notices and orders and respond to related complaints and questions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews and/or inspects all aspects of building construction to ensure compliance with City Codes (Building, Electrical, Plumbing, Gas, Mechanical, Sign, Utilities, etc.). This duty is performed as needed.
2. Enforce Municipal Code regulations such as public sanitation and health and licenses, streets, building and planning and zoning ordinances. This duty is performed daily.
3. Receive complaints concerning code enforcement from the public and other departments by telephone or correspondence; investigate complaints or public nuisances and code violations. This duty is performed daily.
4. Perform field checks of contractors and sub contractors for proper licenses or permits; review building applications to determine that buildings, adjacent structures and land usage are in conformity with Health and Safety Regulations. This duty is performed daily.
5. Write citations for violations and perform office follow up work on citations; prepare complaints for filing. This duty is performed as needed.
6. Answer questions and provide information for the public concerning topics related to Code Enforcement. This duty is performed daily.
7. Prepare and maintain a variety of files and prepare reports. This duty is performed daily.
8. Performs related duties as required. This duty is performed daily.

ELIGIBILITY REQUIREMENTS

Plumbing Journeymen's License preferred; Basic accounting and computer knowledge. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training or equivalent combination of education and experience.

PAY INFORMATION

\$17.88-\$22.27 DOQ

APPLICATION INFORMATION

Applications are available at the: Yukon City Hall, 500 West Main, Yukon, Oklahoma. Between the hours of 8:30 a.m. and 4:30 p.m. Monday – Friday or Download Applications at www.cityofyukonok.gov

The City of Yukon has a drug free workplace policy. Prior to employment the applicant, selected for the position, will be required to take a drug-screening test. The City of Yukon is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, religion, political beliefs, national origin, disability, or any other factor not directly related to job demands. If you would like to apply for this position, but find it difficult to do so because of a disability or architectural obstacle or barrier, please contact the Human Resources at 405-350-3926.