



JOB OPENING!!!

The City of Attica Indiana has a part-time opening for a Building Code Enforcement Officer Assistant

Department: Public Works

Title: Building Code Enforcement Officer Assistant

Pay: Hourly, commensurate with experience and performance.

Hours: Part Time 20-30 Hours per week (No Benefits)

Supervised by: Director of Public Works

Posting Date 4/29/2025

Applications available at Attica City Clerk's Office M-F 8:00 AM to 4:00 PM

Please submit a resume along with application and references by 6/30/2025

GENERAL SUMMARY:

- **Assist in the enforcement of all housing, building and zoning codes, and unsafe building codes applicable to the city including land use and violations that address public health and safety issues;**
- **Research and collaborate with Code Enforcement Officer on best practices for continuous improvement.**
- **Coordinates with other city and county departments as well as outside organizations for positive resolution of code enforcement issues.**
- **Works with landlords to improve relations with tenants and neighborhood groups.**
- **Reports to Director of Public Works on unsafe housing, condemnations and resolution of violation issues.**
- **Performs rental housing inspections under the direction of Director of Public Works**

Special Duties/Skills of the Position:

- **Knowledge of building code enforcement and land use enforcement preferred.**
- **Working knowledge of city zoning ordinances and some knowledge of principles and practices of city planning preferred.**
- **General knowledge of health and safety codes and their application preferred.**
- **Organizational skills to manage a multitude of tasks efficiently and effectively required.**
- **Comfortable working with the public is required.**

- **Facilitate consistent compliance with local codes through proactive interactions with citizens, property owners, and businesses.**
- **Collaborate with other Code Enforcement Officer(s) including the Attica Police Department for effective enforcement.**
- **Inspect properties for code violations and unsafe conditions.**
- **Issue notices of violation and compliance requirements.**
- **Maintain accurate documentation and case files on all investigations with photos as evidence.**
- **Without additional compensation, perform additional other duties as assigned during working hours.**
- **Position may require flexible working hours to facilitate coordination with property owners for access to properties.**

Education and Experience:

- **Experience and training in building trades including but not limited to electrical, plumbing, and construction.**
- **Working knowledge of construction planning and building drawings.**
- **Experience with working with diverse groups and residents.**
- **Excellent written and verbal skills.**
- **Computer knowledge and ability to work with Microsoft Word and software programs applicable to the job.**
- **Knowledge of community and governmental operations a plus.**
- **Knowledge of City Zoning and Building codes.**

Judgment:

- **Ability to deal with highly sensitive matters and information.**
- **Ability to maintain confidentiality.**
- **Ability to prioritize and effectively schedule time.**
- **Ability to communicate with people in very stressful or combative situations.**
- **Ability to be flexible in getting compliance from violators.**
- **Ability to be proactive in addressing potential violations before they become an issue.**
- **Ability to listen to both sides of a dispute and devise a compromise acceptable to all parties.**

Working Conditions:

- **Work from Attica City Garage**
- **Must be a self-starter with the ability to juggle an array of activities.**
- **Safe licensed driver with clean record as a majority of the job involves driving throughout the city to respond to and/or identify immediate public safety, health violations or perform inspections.**
- **Flexible time schedule with occasional required meetings in addition to or outside normal working hours such as City meetings to discuss concerns and propose solutions to City code enforcement issues.**
- **This description is intended to describe the type and level of work being performed. It is not an exhaustive list of all duties and responsibilities required.**