Job Announcement
Code Enforcement Officer

The City of Cape Girardeau, Development Services Department, Inspections Division is seeking qualified applicants for employment in the position of Code Enforcement Officer.

This position is responsible for enforcing the City of Cape Girardeau code of ordinances pertaining to nuisances, including weed, trash, and zoning violations as well as the property maintenance codes and other ordinances pertaining to building construction.

Successful applicant must have exceptional interpersonal skills in dealing with individuals in all types of situations. Applicant must also have excellent oral and written communication skills. Applicant is expected to have knowledge in the areas of City of Cape Girardeau’s municipal nuisance ordinances, building construction ordinances, materials and methods employed in building construction and renovation. Applicant will also need basic skills in the use of computers and various software programs.

This position is normally 40 hours per week. Majority of time is spent in the field conducting inspections. Some time is spent in the office entering inspection results, completing reports, returning phone calls, and composing correspondence.

Minimum qualifications of High School diploma or equivalency and two (2) years of related experience in construction, building inspection or related field. ICC Certified Property Maintenance & Housing Inspector, or ability to become certified within 12 months of hiring. Applicants must have a valid Missouri’s Driver’s License and no felony convictions.

Starting salary of $16.65 per hour. Benefit package includes health, dental, and life insurance provided, retirement pension plan provided, paid vacation leave, paid sick leave, and more.

To apply, visit our website at www.cityofcape.org/jobs or apply in person at the City of Cape Girardeau Human Resources Office, 401 Independence, Cape Girardeau, Missouri, 63703. Applicants with disabilities may arrange reasonable accommodations by contacting the Human Resources Office at (573) 339-6390. Applications will be accepted until position is filled.

Before final appointment, successful applicant will be required to successfully complete a drug test, background investigation, and pre-employment physical.

The City of Cape Girardeau reserves the right to notify only those individuals selected for an interview as to the status of their application for employment.

EOE/ADA/M/F/V