

JOB OPPORTUNITY CITY OF MANASSAS

PROPERTY CODE OFFICER I/II

Salary range: **\$47,112.00- \$80,433.60**

The Community Development Department is seeking an energetic, team-oriented individual to conduct entry to intermediate level inspections and enforcement of residential and commercial properties for compliance with applicable City of Manassas Codes for the use, appearance, and maintenance of property including the Zoning Ordinance and the Virginia Maintenance Code.

The hiring range for this position will be: \$47,112.00 - \$64,604.80.

Typical duties include:

- Responding to citizen complaints and, within assigned area, identify areas of concern for additional proactive inspections and enforcement.
- Inspecting properties for potential code violations and issue corrective notices to property owners accordingly.
- Working with property owners on compliance with the City's rules and regulations through educational outreach and to voluntarily abate violations without the need for legal action.

Education & Experience Requirements:

High School diploma or GED; supplemented by training and/or experience in construction, site field work, property management, customer service, or related field. Must obtain and maintain certification as a Certified Zoning Official or Property Maintenance Inspector within eighteen (18) months of hire. Must have a valid Virginia driver's license. Spanish language skills preferred.

Language stipend available for bilingual language skills.

***This position will be filled as either at Property Code Officer I or II based on qualifications of applicant pool.**

To apply, complete the City application at <http://www.manassacity.org/hr/jobs>

EOE M/F