



**JOB OPENING**

<b>JOB TITLE</b>	<b>Code and Zoning Inspector</b>
<b>POSTING DATE</b>	August 1, 2024
<b>CLOSING DATE</b>	<b>Open Until Filled.</b>
<b>DEPARTMENT/DIVISION</b>	Planning & Community Development/Zoning
<b>EMPLOYEE GROUP</b>	TPOAM
<b>EMPLOYMENT STATUS</b>	Full Time/Regular
<b>START DATE &amp; WORK SCHEDULE</b>	<b>ASAP Monday – Friday, 8:30 a.m. to 4:30 p.m. (Overtime as needed)</b>
<b>PAY RATE</b>	\$ 61,583 - \$ 70,495
<b>PREVIOUS WORK EXPERIENCE</b>	Experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, or customer service capacity. Experience that includes the enforcement of municipal codes is preferred.
<b>EDUCATION:</b>	Associates degree or equivalent combination of education and related work experience necessary; Bachelor’s degree in related field desirable.
<b>SPECIAL SKILLS &amp; TRAINING</b>	Proficient in the use of Microsoft Office applications including PowerPoint. Ability to learn new software such as BS&A. Must demonstrate ability to perform job functions accurately, confidentially, and in an organized manner.
<b>BASIC RESPONSIBILITIES</b>	Travels throughout the City conducting on-site inspections of property to determine conformity with City Code and Zoning Ordinance. Initiates compliance actions, maintains records, prepares reports, reviews plans for compliance, and testifies or represents the City in court as necessary. Processes citations and issues court orders, physically remove illegal signs posted on trees, and telephone poles located on City right of way. Cooperates with other Departments of the City to achieve compliance with the City Code and Zoning Ordinance.
<b>HOW TO APPLY</b>	All candidates must complete a City of Farmington Hills <a href="#">employment application</a> . Applications are located at <a href="http://www.fhgov.com">www.fhgov.com</a> or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to <a href="mailto:hr@fhgov.com">hr@fhgov.com</a> or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

**The City of Farmington Hills is an Equal Opportunity Employer.**

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.