

JOB POSTING NOTICE

Job Title: Housing Inspector

Job Posting Date: August 2, 2019

Job Description: Perform exterior and interior inspections on structures for compliance with property maintenance codes and the Codified Ordinances of the City of South Euclid. Communicate with residents and contractors regarding issues of code compliance and perform administrative tasks related to preparation of violation notices, computer data entry, and representing the City in Municipal Court.

Job Supervisor: Housing Director

Job Requirements: Applicant shall be a high school graduate, possess a State of Ohio driver's license, and have knowledge of property maintenance. This full-time position will require a close working relationship with property owners and the residents of the community; therefore, the successful candidate should possess basic experience or ability towards good public relations. Candidates with Board of Building Standards certifications are highly preferred.

Computer skills - Word, Excel, MS Office

Applicants should submit a cover letter and resume along with an employment application (located at the Reception Desk) and deliver it to the attention of Sally Martin, Housing Director

Sally Martin
Housing Director
City of South Euclid
1349 South Green Road
South Euclid, Ohio 44121