

POSITION AVAILABLE ANNOUNCEMENT

CITY OF PARKERSBURG

Code Technician

DEPARTMENT: Public Works

DIVISION: Code

GRADE: H-6 \$13.03/hr

GENERAL STATEMENT OF DUTIES: Performs highly responsible, specialized and confidential administrative tasks. Requires some independent decision-making, based upon general work experience and knowledge of relevant laws, ordinances, policies, and procedures that affect the position. Duties include, but are not limited to the following:

- 1) Administers programs and services for division with minimal direction;
- 2) Composes, types and maintains letters, memoranda, reports and files;
- 3) Organizes and maintains highly confidential files/records for the office and verifies status on pending matters;
- 4) Answers routine correspondence not needing management attention and refers more complex or sensitive issues to the Chief Code Official;
- 5) Schedules appointments of inspections for code officers and chief fire inspector;
- 6) Receives and investigates complaints and problems;
- 7) Serves as first contact with the public;
- 8) Attends Building Enforcement Agency (BEA) meetings and records minutes.
- 9) Prepares a variety of legal documents upon direction;
- 10) Processes construction permit applications;
- 11) Provides relevant information printouts from codes to residential contractors or owners;
- 12) Processes demolition activity including: ordering title opinions; notification to owners; filing violations at courthouse; recording liens; prepares billing for demolitions;
- 13) Maintains cash drawer;
- 14) Resolves action requests of visitors or persons calling on the telephone when possible;
- 15) Refers other action requests to supervisor, department head, or another responsible employee for follow-up action;
- 16) Assigned large volumes of work on a wide variety of subjects to complete within a limited time period;
- 17) Prepares violation letters and bid requests for Development Department Housing Projects.
- 18) Receives and prepares vehicle violation records for Police Department as well as Code Department.
- 19) Maintains data base of vacant property registrations for the Development Department;
- 20) Maintains data base for the billing of grass and weeds mowing;
- 21) Handles confidential matters; and
- 22) Performs related work as required.

Reports directly to the Chief Code Official.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school supplemented by courses from a community and/or technical college in the field of office administration or related field; two (2) years of experience in a responsible office support position, including performance of administrative duties, preferably in a public service environment; or an equivalent combination of experience and training.

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; prolonged sitting; close vision; eye-hand coordination; receiving and giving instructions; long term memory; abstract reasoning; mathematical calculations; working with the public; performing a variety of duties; decision making.

PHYSICAL DEMAND LEVEL: Sedentary

FLSA CLASSIFICATION: Non-exempt

Applications are also available at:

Personnel Department City of Parkersburg 5th Floor One Government Square Parkersburg, WV
26101

Completed applications should be returned to the address above.

THE CITY OF PARKERSBURG IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, MILITARY VETERAN STATUS, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

2018.03