

The Town of Julesburg is looking for an individual for a part-time position as Building Inspector and Code Enforcement Officer. This position will be paid an hourly wage and does not offer a benefit package. Individual must be at least 18 years old and have a valid driver's license. The complete job duties listing can be found on our website of [TownofJulesburg.com](http://TownofJulesburg.com). Applications, resumes or letters of interest must be submitted to Julesburg Town Hall by June 3, 2022. The Town reserves the right to accept or reject any and all applicants submitted. For additional information, please contact Town Hall at 474-3344.



# Town of Julesburg

100 West 2nd Street

Julesburg, CO 80737-1506

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## **BUILDING INSPECTOR and CODE ENFORCEMENT JOB DUTIES and RESPONSIBILITIES**

**General Statement of Duties:** This is a part-time subcontracted position which includes administrative and field work to address municipal matters as outlined in Julesburg Ordinance Code to ensure the peace, health and safety of all residents. As Building Inspector, you will scout to be sure necessary building permits are submitted for review by the Town and be a liaison for active construction sites. As Code Enforcement Officer, you will scout for adherence to the Town's Codes of nuisances, dogs, fireworks, activities on DePoorter Lake, utility vehicles and golf carts, etc.

**Supervision Received:** Work is performed under the general supervision of the Town Manager and on behalf of the Julesburg Board of Trustees.

**Example of Duties:** The following examples of duties are intended to be illustrative only and are not to be all inclusive.

- \*Meets with building contractors to review work product, give guidance and review construction plans and building permits.
- \*Compiles listing of property addresses and infractions of our Ordinance Codes and relays photos and comments to Town Staff. Town Staff will distribute correspondence to property owner / tenant to bring resolution to the infractions noted at the property.
- \*Provides supporting information for any summons and complaints appearing in Municipal Court for enforcement of the local ordinance concerns.
- \*Performs other related work as required.

### **Required Knowledge, Skills, & Abilities:**

- Must be 18 years old, a permanent resident of Julesburg for the past consecutive 12 months, a valid driver's license and able to pass a criminal background check
- Certification for building inspections, or the ability to become certified within the first twelve (12) months or one year of the position
- Applicants should have strong communication skills, be organized and able to work independently

Upon appointment by the Board of Trustees, the position will follow the Municipal Election calendar (every two years in April of even numbered years) and will be reviewed as needed by the Julesburg Board of Trustees. The position will pay \$ 25.00 per hour and a timesheet will need to be submitted for review at the end of each month. If you are unable to fulfill your duties and must resign, a two (2) week notice is required.