

Job Opening: Director of Zoning and Building Compliance, Maintenance, and Code Enforcement
Rose Township

The Rose Township Board of Trustees is seeking qualified candidates for the position of **Director of Zoning and Building Compliance, Maintenance, and Code Enforcement**. This part-time position will help streamline operations and improve services to the community. The Director will be responsible for overseeing zoning enforcement, building permits, code compliance, and building maintenance within the Township.

Position Details

- **Employment Type:** Part-time
- **Work Schedule:** Three days per week in the office, plus additional hours as needed for inspections and resident inquiries. Days to be determined by the Supervisor.
- **Compensation:** \$30.00 to \$40.00 per hour, based on experience

Responsibilities

- Issue and process zoning and building permits
- Perform property inspections to ensure compliance with township codes
- Enforce zoning and building ordinances
- Oversee maintenance of township buildings
- Provide regular reports to the Township Board

Qualifications

- Must hold a **Registered Official Code and Inspector Certificate**, including **Plan Review-Building Inspector, Building Official, and Dangerous Building Official** certification
- Minimum of **20 years of experience** in zoning, building compliance, or related fields
- Knowledge of zoning, building, and maintenance regulations
- Strong communication and organizational skills
- Ability to work independently and manage multiple tasks

Application Deadline: Please email your resume and cover letter by March 4th, 2025 to supervisor@rosetownship.com. Rose township is an equal opportunity employer.

