

CITY OF HEDRICK NOW HIRING

TITLE: Ordinance Compliance Employee DEPARTMENT: Ordinance Enforcement

LOCATION: Hedrick, IA POSITION REPORTS TO: Mayor & Councilmembers

MAJOR RESPONSIBILITIES:

- 1. Learn and understand the City of Hedrick Code Book.**
- 2. Identify code violations within the City of Hedrick.**
- 3. Work with city employees, elected officials, city attorney and other resources to enforce compliance with City of Hedrick Codes.**
- 4. Keep detailed records and share with City Clerk for retention.**
- 5. Investigate complaint forms received from citizens and report to council on action needed to resolve (if any is available).**
- 6. Attend monthly meetings to update council on progress and discuss concerns council may have.**

NORMAL WORK SCHEDULE:

This is a part time position and work schedule is flexible and to be decided by council and chosen candidate. The chosen candidate will need to be able to dedicate 10 hours a week to the job, with additional hours to be approved by mayor if needed.

EQUIPMENT USED:

City pickups, lawn mowers, utility tractor, dump truck, curb wrench – responsible for performing minor maintenance activities on equipment.

QUALIFICATIONS:

- A. Education – High School graduate or equivalent required.**
- B. Must have a valid DL. A motor vehicle report will be obtained for insurance purposes.**
- C. Physical Requirements – Must be able to lift heavy objects and carry them unassisted. Must be able to work outdoors for long periods of time.**
- D. Mental Requirements – Must be able to work independently. Must be organized and self motivated. Applicant will need to be able to work with community members in high emotion situations calmly and respectfully, will need to know how to deescalate a situation or know when to walk away from a possible hostile situation.**
- E. Residence Requirements – Must reside with the city limits of Hedrick or within 15 miles of Hedrick.**

COMPENSATION

- A. Chosen applicant will be on the City of Hedrick payroll and will need to fill out required paperwork. Position pays \$20 per hour. Chosen applicant will receive IPERS benefits. No vacation or medical insurance is available with this position.**

An application can be picked up at City Hall, 109 N. Main St, Hedrick, IA 52563 or printed off of the City of Hedrick website www.hedrickiowa.com. Applications need to be returned to Hedrick City Hall and will be accepted until 12:00pm on March 3, 2025.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instruction and perform another reasonable duties requested by City Management. The level of involvement may vary based on need and individual capabilities. The City of Hedrick is an Equal Opportunity Employer. It is the policy of the City of Hedrick not to discriminate on the basis of race, color, national origin, age, sex or disability in its practices, programs, services or activities.