
OFFICIAL POSITION ANNOUNCEMENT:
Full-Time Property Maintenance Specialist
City of Ashland Planning and Development Department

DEPARTMENT:	Planning and Development
IMMEDIATE SUPERVISOR:	Primary Supervisor: Zoning Administrator Secondary Supervisor: Building Inspector
POSITION TYPE:	Full-Time Regular, Non-Exempt
WAGE RANGE:	\$20.00 starting wage (negotiable depending on qualifications)
BENEFITS:	Full time employee benefits included with position
NUMBER OF POSITIONS:	1 regular full-time position
POSTING DATE:	September 2, 2021
APPLICATION DEADLINE:	September 21, 2021 at 4:00 p.m.

GENERAL PURPOSE: This is a full-time position which will include enforcement of the City's Property Maintenance Ordinance for residential and commercial properties, enforcement of the City's Zoning and Development Ordinance, administration of the City's Housing Improvement Program (HIP) and Rental Registration program, issuance of Building Permits, and other department duties as assigned. Additionally this position shall be responsible for all record keeping and reporting requirements related to these job duties. The Property Maintenance Specialist's primary supervisor will be the Zoning Administrator and secondarily the City Building Inspector.

Application Process and Requirements

A detailed position description is attached to this announcement. The official City of Ashland application may be obtained by visiting the City of Ashland website www.coawi.org/Jobs.aspx.

Application Package Requirements:

1. Cover Letter
2. Resume
3. Official City of Ashland Application

Please see the next page for ways to submit your application package

Please submit your application in one (1) of the following ways:

- **Email (Preferred):** Interested candidates may also submit a City of Ashland Employment Application package to jobs@coawi.org.
- **U.S. Postal Mail:** City Hall, Human Resources Office, City Hall – 601 Main Street West, ATTN: HR, Ashland, Wisconsin. Interested applicants are welcome to call 715.6085.1603 to speak with the HR Director or email inquiries to jboulley@coawi.org.
- **Deliver to City Hall:** You may also drop off your application package at City Hall. Please mark it ATTN: HR.

Please wear a mask inside all City of Ashland facilities: As of August 9, 2021 masks are required by all employees and citizens (vaccinated and unvaccinated). Thank you for your cooperation!

Application deadline is September 21, 2021 at 4:00 p.m.

The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of service, programs or activities.
