CITY OF SCOTTSBLUFF, NEBRASKA

JOB OPPORTUNITY

Code Enforcement Assistant
(Part-time)

Description of the Job:
The Code Enforcement Assistant shall perform enforcement procedures related to vegetation, sidewalks, fences, refuse, nuisances, alleys, obstructions, public trees and other City ordinances. This work involves on-site inspection and reporting of all violations and investigations of citizen complaints including personal contact with property owners and residents. The goal of this enforcement program is to secure voluntary compliance with codes by citizens through direct contact and distribution of information regarding regulations. The Code Enforcement Assistant may issue written notices of violations and assist in the prosecution of any and all general maintenance and property code violations. All tasks performed by the Code Enforcement Assistant will be done under the supervision of the Code Administrator II.

Essential Functions of the Job:
Assist Code Administrators in enforcement of City codes, investigate complaints of possible City code violations and make field inspections as required to ascertain compliance.
Assist in the preparation of information for the prosecution of code violations.
Prepare written notices of violation under the supervision of the Code Administrator II.
Provide maintenance on properties that are in violation of city codes if needed and provide that information to the Finance Division for the purpose of billing the property owner.
Receive and handle telephone calls, complaints, etc. from owners and residents.
Maintain complete and accurate records and prepare daily reports of all inspections and citizens contacts.
Conduct research to determine owners and/or residents of property which had been identified as the site of a possible code violation.
Conduct a sidewalk, curb and gutter assessment, contact property owners and send notices outlining necessary corrections.
Maintain organized digital files of all sidewalks, curb and gutter assessments utilizing Microsoft database and spreadsheet software.
Participate in training programs as required.
Other related duties and responsibilities as assigned.

Knowledge, Skills, and Abilities:
Ability to establish and maintain an effective working relationship with contractors, City officials, City employees and the general public.
Ability to read City maps.
Ability to operate small hand tools and power equipment in the performance of property maintenance when required.
Ability to deal with stressful situations involving the need to make discretionary decisions based on information at hand.
Ability to follow oral and written directions.
Ability to work with minimal supervision.
Ability to learn computer applications.
Ability to lift 50 pounds, walk significant distances, bend, and stoop.
Ability to perform repetitive motion (keystroke) for prolonged periods.

Minimum Qualifications:
High school graduate or equivalent.
Valid Nebraska Operator’s License.
Must have computer/word processor experience and be able to prepare and file his or her
Preferred Qualifications:
Experience in public works, electrical, plumbing and/or building construction.
Knowledge of City codes and ordinances.
Good written and oral communication skills.
Knowledge of and experience with global positioning systems and geographic information systems.
Knowledge of and demonstrated skill in the use of Microsoft Windows-based word processing, database management and spreadsheet software and/or GIS software.

This job description is intended to describe the general nature and level of work to be performed by employees assigned to this classification and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Hourly salary: $8.25

CITY APPLICATION FORM REQUIRED AND MAY BE OBTAINED AT www.scottsbluff.org OR AT CITY HALL, 2525 CIRCLE DR., SCOTTSDALE, NE 69361. APPLICATIONS WILL BE RECEIVED UNTIL 4:00 P.M., MARCH 29, 2013.

An Equal Opportunity Employer, no discrimination on the basis of disability, only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

To be eligible to claim Veteran’s Preference under the provisions of Section 48-225 through 48-231 of the Nebraska Statutes, you must furnish a copy of honorable discharge (Form DD 214) at the time of filing this application.