



# TOWN OF MANCHESTER



## POSITION VACANCY

### NEIGHBORHOOD INSPECTION OFFICER

**\$18 - \$22/hour**

**19.5 hours/week – Flexible hours during the day and early evenings**

**Part time – No Benefits**

**CLOSING DATE: FRIDAY, NOVEMBER 16, 2018**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Under direction of the Environmental Services Manager, responsible for enforcing the provisions of the Town Code of Ordinances with respect to neighborhood offenses including Solid Waste. The inspector will perform a variety of both field and administrative work assignments while overseeing the enforcement process.

**KEY RESPONSIBILITIES:** Performs inspections and enforcement actions related to the placement of eligible and ineligible bulky wastes at the curb. Performs diversified tasks that identify or prevent violations of property maintenance or other applicable codes. Performs routine inspections of graffiti and/or other quality of life and nuisance issues (un-shoveled sidewalks, tall grasses, etc.) as required by the Town. Prepares written notices of violations and monitors the code enforcement process.

**DESIRABLE KNOWLEDGE AND SKILLS:** Ability to interpret codes related to municipal ordinances, structures and vehicles. Ability to perform effective field inspections and to enforce orders firmly and courteously based on the findings of such inspections. Ability to communicate effectively in oral and written form frequently in sensitive circumstances. Ability to maintain electronic records of digital files and generate printed documents.

**MINIMUM QUALIFICATIONS:** Graduation from high school or equivalent required. Bachelors' degree in Public or Business Administration or related field preferred. Three (3) years of experience in a field related to housing, building, zoning or property maintenance or as a police officer or law enforcement. A valid Driver's License is required.

Applications and job descriptions are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications must be in the Human Resources Department by 4:30 p.m. on Friday, November 16, 2018 or must be postmarked by Friday, November 16, 2018. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*