

**Town of Manchester  
List of Duties  
Neighborhood Inspection Officer**

**Part-time 19.5 hours/week - \$18.00-22.00/hour – No benefits**

**Duties**

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. May issue orders for corrective actions as required and verifies completion.
- Generates invoices related to the collection of fees and monitors payment activity.
- Sends notification to owner/tenant of premises when violations are found. Maintains electronic records/database of inspections performed and actions taken.
- May work with Town Staff to assist in generation of liens on affected properties.

**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 use Microsoft office computer software.
- Ability to maintain electronic records of digital files and generate printed documents.
- Ability to drive Town vehicle while on inspection assignments.

**Physical and Mental Effort/Environmental Working Conditions**

- Must be mobile and able to perform moderately difficult manipulative skills. Able to sit and stand for prolonged periods of time.
- Must be able to see objects far away, as in driving; see objects closely as in reading a report; and discriminate colors as in house colors, electrical wires or warning lights. Able to hear sounds with some background noise and communicate through human speech using the English language.
- Ability to work cooperatively with co-workers, supervisors, customers and the public at large.
- May be exposed to high and low temperatures and seasonal conditions in outside weather.

**Minimum Training and Experience**

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 in law enforcement. A valid Driver's License is required.

THE ABOVE LIST OF DUTIES IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.