



## CITY OF HOT SPRINGS, ARKANSAS

### Job Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.*

### Neighborhood Services Inspector

|                  |                                 |
|------------------|---------------------------------|
| Department       | <b>Planning and Development</b> |
| Pay Grade        | <b>10</b>                       |
| FLSA Status      | <b>Non-Exempt</b>               |
| Safety Sensitive | <b>No</b>                       |

#### **JOB SUMMARY**

Performs responsible technical work to ensure public health, safety, and welfare, and that consistent community standards are applied to all residential property; investigates complaints and secures compliance with laws, ordinances, and/or codes which are not assigned to other inspectors.

#### **ESSENTIAL JOB FUNCTIONS**

- Conducts field inspections of single-family and duplex dwellings and other structures to determine safety and prepares and issues notices to owners giving detailed report of problems and advising of time allowed to remedy.
- Makes regular inspections of all premises, vacant lots, and residential properties in the city and notifies the owners/occupants of any existing violations.
- Responds to complaints and investigates violations of laws and ordinances pertaining to storage of inoperable motor vehicles, unsightly, unsanitary, or overgrown property.
- Provides excellent customer service.
- Takes required action to ensure that violations are removed.
- Issues citations to property owners and tenants.
- Discusses matters with property owners, merchants, and complainants.
- Receives and logs telephone complaints.
- Prepares correspondence and detailed reports.
- Maintains accurate records.
- With assistance from the City Attorney, prepares cases for legal action; testifies in court.
- Advises property owners/occupants of violations verbally and by letter.
- Provides options for remedies of violations.
- Performs any other related duties as required or assigned.

**Supervision Received:**

Works under general supervision of an administrative superior.

**Supervision Exercised:**

None.

**QUALIFICATIONS****Education and Experience:**

High school diploma or equivalent; and three (3) years as a housing and/or premise inspector, sanitarian, code enforcement officer, or other responsible experience in similar work; or any equivalent combination of education and experience. Associate's degree preferred.

**Licenses or Certifications:**

Must have a valid Arkansas driver's license, be able to legally operate a motor vehicle, and have a clean driving record.

**Knowledge, Skills and Abilities:**

- Working knowledge of possible defects and faults in housing construction.
- Ability to become familiar with all laws and ordinances applicable to this position.
- Ability to deal firmly but tactfully with the public to ensure compliance with laws and ordinances.
- Ability to prepare and maintain accurate records.
- Ability to prepare and present verbal and written reports.
- Ability to understand and follow verbal and written instructions.
- Ability to work independently and to make sound judgments and decisions.

**PHYSICAL/MENTAL DEMANDS**

Frequently stands, walks, talks, and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, or crawls; close vision is required; occasionally required to lift up to 50 pounds.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate; exposed to fumes or airborne particles and outdoor weather conditions; at risk of electrical shock.

**EMPLOYEE ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

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**Employee Signature**

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**Date**

*The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.*

*The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.*