



## CITY OF BARTLESVILLE

### NEIGHBORHOOD SERVICES OFFICER – NEIGHBORHOOD SERVICES COMMUNITY DEVELOPMENT

#### **JOB SUMMARY:**

Under general supervision, provides inspection services of property for violation of City codes including, but not limited to property maintenance, nuisance, and zoning. Investigates potential violations to these codes and works to bring them into compliance. Performs other duties as assigned.

#### **DESIRABLE QUALIFICATIONS:**

**Education and Experience:** High School diploma or GED; two years of extensive public contact experience, or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Previous experience in enforcement is preferred. **Licenses and Certifications:** Valid State Driver's License. Oklahoma Code Enforcement Officer Certification must be obtained within one year of employment. **Knowledge of:** County record and land survey system. Pertinent federal, state, and local laws, codes, and regulations; Recordkeeping, report preparation, filing methods and records management techniques; Mathematics and standard business arithmetic, including percentages and decimals; All computer applications and hardware related to performance of the essential functions of the job. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Communicating clearly and effectively, both verbally and in writing. Preparing clear and concise reports, violation letters, correspondence and other written materials. **Mental and Physical Abilities:** Ability to establish and maintain effective working relationships with a variety of individuals. Ability to inspect property and identify code violations. Ability to read, interpret and apply applicable federal, local, county and state codes and laws. Ability to tactfully respond to citizen inquiries and complaints. Ability to enforce codes with impartiality and efficiency. Ability to organize and update various enforcement records and reports. Ability to understand and carry out verbal and written instructions. Ability to work independently without constant supervision. Ability to deal with confrontational situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop or kneel, crouch or crawl, and speak and hear, and/or lift or move up to 25 pounds and is occasionally required to lift and/or move up to 50 pounds. **Work Conditions:** While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock. The incumbent's working conditions are typically moderately quiet, but may be loud at times. Must be able to work in a very stressful environment where constructive feedback from others is encouraged. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself to others. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the City's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel. Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion. Must be regularly available and willing to work such hours as the City determines are necessary or desirable to meet its business needs. Must be available and willing to work overtime per day or per week as the City determines is necessary or desirable to meet its business needs. Must be available and willing to work such weekends and holidays as the City determines are necessary or desirable to meet its business needs. Must be available and willing to travel to such locations and with such frequency as the City determines is necessary or desirable to meet its business needs.

**HOW TO APPLY:** Submit Application to Human Resources, second floor, City Center, 401 S. Johnstone Ave.

Accepting Applications: April 3, 2017 through April 24, 2017 or until filled.

Salary varies depending upon qualifications; salary range is \$14.09 to \$21.14 per hour.

**AN EQUAL OPPORTUNITY EMPLOYER**

City of Bartlesville

401 S. Johnstone / Bartlesville, OK 74003 / (918) 338-4277