

CITY OF BARTLESVILLE
 NEIGHBORHOOD SERVICES SUPERVISOR – NEIGHBORHOOD SERVICES
 COMMUNITY DEVELOPMENT

JOB SUMMARY:

Under general supervision, provides inspection services of property for violation of City codes including, but not limited to Under the general direction of the Community Development Director, the Neighborhood Services Supervisor performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances, and regulations pertaining to property use and maintenance of existing residential and non-residential structures and premises, including the supervision of the day-to-day activities of Neighborhood Services personnel; schedules and assigns work of employees involved in these functions; Performs a variety of administrative work related to Neighborhood Services. Performs other duties as assigned.

DESIRABLE QUALIFICATIONS:

Education and Experience: High School diploma or GED; six 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. Experience in law enforcement and/or construction related field desired. **Licenses and Certifications:** Valid State Driver's License. Code Enforcement Certificate from the Oklahoma Code Enforcement Association, or ability to obtain certificate within one (1) year of employment. Possession of ICC Property Maintenance and Housing Inspector certification, or the ability to obtain certificate within one (1) year of employment. Possession of a State of Oklahoma Asbestos Inspector license, or the ability to obtain license within one (1) year of employment. **Knowledge of:** County record and land survey system. Pertinent federal, state, and local laws, codes, and regulations. Basic budgetary principles and practices. 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. Administrative responsibilities related to supervision and management of personnel. Investigative principles, methods, and techniques, as well as case management principles for the purpose of preserving evidence and establishing documentation and a written audit trail for legal purposes. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols. 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, including public presentations. Planning, organizing, assigning, directing, reviewing and evaluating the work of division staff. Selecting and motivating staff and providing for their training and professional development. Preparing clear and concise reports, correspondence and other written materials. Word processing and database management on a personal computer. **Mental and Physical Abilities:** Ability to read and interpret building plans, specifications, and codes. Ability to apply technical knowledge. Ability to organize work, establish priorities, meet established deadlines, and follow-up on assignments and case work to ensure all cases are resolved and files are closed. 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 organize and update various enforcement records and reports. Ability to rapidly and accurately recall names, faces, and details of incidents. Ability to deal courteously and firmly with the general public in emergency and non-emergency situations. Ability to enforce codes with impartiality and efficiency. Ability to understand and carry out verbal and written instructions. Ability to be articulate while testifying in court, and other legal proceedings. Ability to speak effectively before public groups and respond to questions. Ability to perform work with a minimum of supervision and to understand and follow instructions. Ability to deal with confrontational situations. Ability to define analyze data, reach sound and logical conclusions, and prepare technical and narrative reports. **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. Work is performed mostly in field setting and considerable outdoor work is required in the inspection of various land uses and other matters. Must be able to work in a very stressful environment where constructive feedback from others is encouraged. 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. 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: January 23, 2019 through February 14, 2019 or until filled. Salary begins at \$21.29 per hour.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

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