



**JOB POSTING
CITY OF FRANKFORT
Neighborhood Inspector**

The City of Frankfort, Kentucky is seeking applications from individuals interested in the position of Neighborhood Inspector. The job opportunity is available for either a full-time or part time opening. The position performs work write-ups and inspections of structures in conjunction with Nuisance Code. Oversees violation cases through compliance and or prepares and presents staff reports to Nuisance Code Board and District Court as needed. Our employees enjoy a supportive work environment, offering work/life balance and a real opportunity to make a difference.

Key responsibilities include:

- Inspecting property and securing compliance with all the department's adopted property maintenance/nuisance code ordinances.
- Responsible for correspondence with all applicants, owners, and violators.
- Updating and assisting with the tracking system as well as case files to maintain an accurate reflection of complaints received and their disposition.
- Preparing and completing staff reports on activity related to Nuisance Code Board cases.
- Conducting field and secondary research, analyzing data and preparing oral and written reports relative to proposals before the Nuisance Code Board and other Boards as deemed necessary.
- Providing oral sworn testimony during a public Nuisance Code Board meeting and or District Court – as needed.
- May conduct research relative to the identification of population and other trends in order to project future enforcement needs.
- May issue stop work orders after review by supervisor.
- Works with civic groups and neighborhood associations on beautification efforts.
- Conducting Housing Rental Inspections.

Successful candidates will have:

- Effective communication skills, both orally and in writing to owners, public, staff and director.
- Ability to demonstrate a clear understanding of policies and procedures and can apply policies and procedures appropriately.
- Ability to ensure accuracy in documentation and data.

- Ability to maintain a respectful, diverse and inclusive work environment where decisions and transactions are transparent and objective.
- Ability to perform work which is thorough, timely and reflects follow-through to completion.
- Ability to manage multiple tasks.
- Ability to work proficiently with latest computer software programs.

Work Experience Requirements:

Two years of experience in building industry, as a governmental code enforcement inspector or related field: Possession of an ICC or comparable certification in Code Enforcement or Residential Inspection or a Bachelor's degree may substitute for the two years of experience.

Education Requirements:

High school graduate or equivalent.

Special Requirements:

Must possess and maintain valid Commonwealth of Kentucky driver license.

Benefits

Full-time employees receive a comprehensive benefits package including pension benefits, medical, dental, vision, life, disability insurance, paid leave, voluntary 401(k) and 457 options, and tuition reimbursement.

How To Apply

Interested candidates should apply online at the City of Frankfort website.

Please note that satisfactory completion of a drug test and background check.

The City of Frankfort is an Equal Opportunity Employer and Values Diversity.