



City of Spring Lake Park
Code Enforcement Department
1301 Eighty First Avenue Northeast
Spring Lake Park, MN 55432-2188
Phone: 763-784-6491 Fax: 763-792-7257
Web: www.slpmn.org

TEMPORARY CODE ENFORCEMENT INSPECTOR

SALARY: \$22.00 - \$24.00 per Hour.

OPENING DATE: 05/07/2018

CLOSING DATE: Until Filled

POSITION SUMMARY:

This position will work approximately May – November/December and be approximately 20 hours per week with flexible schedule accommodations. \$22 – \$24/hour, DOQ. No benefits. Application deadline is Monday, April 16, 2018 at 4:30 p.m. This position performs inspections and related functions of residential and commercial properties to ensure compliance with the Spring Lake Park Code of Ordinances which includes; property maintenance, signs, zoning, nuisance, vacant buildings, grass/weed violations and other city codes. The position may assist in rental and building permit inspections.

EXAMPLES OF DUTIES:

- Perform inspections and related functions related to residential and commercial properties to ensure compliance with various city codes including, but not limited to, property maintenance, housing, zoning, vacant buildings, grass, sign and nuisance.
- Assist inspectors and city staff with investigations and special projects.
- Investigate complaints and issues letters of compliance.
- Works with individuals in the community to achieve compliance with city codes, while fostering a sense of community.
- Responsible for maintaining records and filing.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must have a high school diploma or GED equivalent.
- Must have a valid and unrestricted Minnesota Driver's License.
- Must have working knowledge of computers, including Microsoft Office.

SUPPLEMENTAL INFORMATION:

Desirable training and Experience

- Completed or be currently enrolled in a Housing Planning, Community Development, Building Construction, Law Enforcement or other related post-secondary education program.
- Experience enforcing codes, such as property maintenance, construction, zoning, or nuisance.
- Experienced providing customer service or handling complaints.
- In addition to English, the ability to speak, read and/or write non-English languages.
- Computer experience with databases and GIS.

APPLICATIONS MAY BE FILED ONLINE AT: www.slpmn.org