

Anise Miller
Human Resource Generalist
Department of Human Resources
Ext-7968

Telephone (610) 447-7700
Facsimile (610) 447-7802
amiller@chestercity.com

City of Chester
Job Posting

Position Title: Nuisance Inspector
Organization Unit: Department of Licenses and Inspections
Reports to: Director of Inspectors
Status: Full time, Bargaining Unit
Hours: M-F, 9:00am-4:30pm
Salary: \$43, 444.40
Benefits: Medical, Vision, Dental and Life

Summary: Performs on-site field inspections in accordance with City ordinances, and all other departmental activities in support of the Supervisor of Inspectors and/or the Nuisance Program Director.

DUTIES INCLUDE BUT NOT LIMITED TO:

1. Receives health/nuisance/abandoned car complaints and conduct field inspections to determine whether violations exist;
2. Conducts inspections as required or assigned;
3. Tags abandoned cars on properties and arranges for removal;
4. Meet with property owners, lessees, and concerned citizens to discuss ordinance and code violations;
5. Maintain accurate records of complaints;
6. Performs on-site inspections related to compliance with ordinances and codes;
7. Conducts field inspections of landscaping and signs and maintains records for them;
8. Attends evening meetings/inspections to discuss code enforcement activities as needed;
9. Attends and presents cases before the magistrate's court for unresolved nuisance/health violations;
10. All other duties as assigned.

MINIMUM REQUIREMENTS:

1. Must be a Chester City resident;
2. High School Diploma or a G.E.D.;
3. Valid Pennsylvania Motor Vehicle Operator's License;
4. Good oral and communication skills required;
5. Willing to work weekends, holidays, and evening assignments as needed;
6. Knowledge of the principles and practices used in the establishment and enforcement of city ordinances relating to the functions of the department;

*Anise Miller
Human Resource Generalist
Department of Human Resources
Ext-7968*

*Telephone (610) 447-7700
Facsimile (610) 447-7802
amiller@chestercity.com*

7. Ability to recognize violations, explain them and recommend corrective action;
8. Knowledge of the principles and practices used in the establishment relating to the functions of the department;
9. Ability to communicate clearly and concisely, orally and in writing; prepare written reports and maintain records;
10. Ability to maintain accurate records and to prepare meaningful, concise and accurate reports and correspondence, and organize and prioritize daily work assignments and activities.
11. Use of personal vehicle with mileage reimbursement.

PHYSICAL ATTRIBUTES/DEMANDS:

Work requires physical strength, agility, endurance, dexterity, and hand eye coordination to perform all essential duties including occasionally lifting objects (0-20 lbs.). Work requires sitting, standing, and walking for long periods of time and frequent kneeling, squatting, pushing, pulling, twisting, and bending.

WORK ENVIRONMENT:

Work is performed primarily in an outdoors environment which exposes the employees to hot, cold, and inclement weather, as well as dust, pollen fumes and noise. Work also requires some indoor work.

**CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7700 Ext 7968 or 7803 FOR
A JOB APPLICATION OR DOWNLOAD FROM THE CHESTER CITY WEBSITE AT
WWW.CHESTERCITY.COM**