



Neighborhood Compliance Officer

Part-Time Weekend Position

Position Summary

The Neighborhood Compliance Officer is responsible for conducting neighborhood inspections, identifying potential violations of City ordinances, documenting compliance concerns, and assisting with community appearance and quality-of-life initiatives. This position serves as an extension of the City's Code Compliance Division and helps ensure that neighborhoods remain safe, clean, and well-maintained.

Primary Duties & Responsibilities

- Conduct inspections throughout assigned areas of the City for potential code violations and nuisance conditions.
- Identify and document violations involving high grass and weeds, trash and debris accumulation, inoperable vehicles, illegal dumping, outdoor storage, property maintenance issues, sidewalk obstructions, sign violations, and other municipal code concerns.
- Respond to citizen complaints and service requests as assigned.
- Conduct follow-up inspections to verify compliance and document corrective actions.
- Prepare inspection reports, photographs, and enforcement documentation using City-issued equipment and software.
- Educate residents and property owners regarding City ordinances, compliance requirements, and available resources.
- Assist with neighborhood beautification efforts, community cleanup initiatives, and special enforcement projects.
- Maintain professional and courteous interactions with residents, business owners, contractors, and visitors.

- Coordinate with the Director of Code Compliance regarding active cases, enforcement priorities, and neighborhood concerns.
- Attend required meetings, training sessions, and staff briefings.
- Perform other related duties as assigned.

Position Requirements

- Ability to walk, stand, and conduct outdoor inspections for extended periods.
- Ability to communicate effectively with the public.
- Ability to maintain accurate records and reports.
- Valid driver's license required.