

## **TEMPORARY CLEAN NEIGHBORHOOD INSPECTOR      STARTING SALARY \$17.4713/hr**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility for inspecting all commercial and residential garbage and refuse areas in the City of Niagara Falls to ensure compliance with City ordinances and rules in accordance with established procedures, and involves the inspection of areas, supervision of assigned employees, and various administrative duties in connection with issuance of citations, violation reports and follow-up duties. The Clean Neighborhood Inspector is also assigned zoned enforcement of Community Development target areas. General supervision is received from the Director of Parks and Public Works. Supervision may be exercised over assigned clerical staff. The Clean Neighborhood Inspector performs related work as required.

**TYPICAL WORK ACTIVITIES:**

Inspects all commercial and residential garbage areas to ensure compliance with City ordinances pertaining to garbage, refuse and weeds;

Issues Order of Clean-up on the doors of improved properties and follows up with letters to owners and/or occupants;

Investigates complaints received by City of violations of ordinance pertaining to garbage, refuse, weeds, snow obstructions, illegal dumping, illegal parking on City-owned vacant lots;

Follows up with court summons to repeated violators in both Criminal Court and Small Claims Court for disputes over billing for cleanup services;

Works with the courts and various departmental divisions to provide accurate records of all inspections, warnings and orders of cleanup issued;

Appears in court when necessary to press compliance of City ordinances;

Coordinates complaints from other departments;

Assigns work to a clerical technician who sends out orders of cleanup and handles phone inquiries;

Assigns work to a yearly weed-cutting contractor from Spring to Fall and follows up on work performed;

Acts as a liaison with block club groups and steering committee participant on yearly Clean Sweep activities (i.e., Spring Cleanup, etc.);

Acts as a liaison with Modern Disposal scale house to coordinate proper handling of all residential dump permits;

Promulgates rules and regulations yearly as to proper handling and disposal of household/commercial garbage and refuse;

Keeps records of inspections and prepares reports as required by the Parks and Public Works and/or designee.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of City ordinances pertaining to garbage and refuse; ability to read and interpret City ordinances and written instructions; ability to supervise others in performance of the work; ability to keep records and write up detailed reports; ability to type; ability to meet and communicate with the public effectively; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER**

(A) Graduation from high school or possession of a high school equivalency diploma; one (1) year of full-time paid supervisory experience such as construction work, inspection work, maintenance and operation of housing and buildings, parking facilities, lots and surfaces or related field and one (1) year of full-time paid experience in a public contact position;

**OR**

(B) Four (4) years of full-time paid experience as indicated in (A).

**NOTE:** One (1) year of appropriate experience is required; additional education or training beyond high school cannot be substituted for the one (1) year of appropriate experience.

**Send Resumes/Apps. to**  
**City of Niagara Falls**  
**Human Resource Department**  
**Room 14 – City Hall**  
**P.O. Box 69**  
**Niagara Falls, NY 14302-0069**  
**FAX 716-286-4352**  
**NF.Jobs@niagarafallsny.gov**

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