

**CITY OF COLUMBIA HEIGHTS  
EMPLOYMENT OPPORTUNITY**

Date: March 10, 2017

**POSITION:** **SEASONAL PROPERTY MAINTENANCE INSPECTOR**

**PRIMARY DUTIES:** Performs inspections of properties for violations of the City's long grass and weed ordinance. Photographs violations and posts notices on properties. Uses computer to verify property owner information, perform data entry of violations and photographs, and generate violation letters. Ability to deal courteously but firmly with public if necessary.

**REQUIRED QUALIFICATIONS:** High School graduate or equivalent. Valid driver's license with satisfactory driving record. Must be 18 years of age or older. Knowledge of computer use including data entry.

**LENGTH OF EMPLOYMENT:** This is a Summer Seasonal Temporary position from approximately the end of April through September.

**STARTING WAGE:** \$10.26 per hour

**HOURS:** 20 – 25 hours per week, Monday through Friday, Starting at 9:00 am.

**APPLICATION PROCEDURE:** City applications are available at the Fire Department at 825 41st Avenue NE, Columbia Heights, at City Hall at 590 40<sup>th</sup> Avenue NE, Columbia Heights, by downloading from our website at [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov), by calling (763)706-3606, or by e-mailing [nbecker@columbiaheightsmn.gov](mailto:nbecker@columbiaheightsmn.gov). City applications **MUST** be completed and returned to the **City of Columbia Heights Fire Department, 825 41<sup>st</sup> Avenue NE, Columbia Heights, MN 55421.**

**CLOSING DATE:** Friday, April 28, 2017 at 4:30 p.m.

**EOE M/F/V/H**

**The City of Columbia Heights does not discriminate on the basis of disability in employment or the provision of services.**