



**CITY OF PONCA CITY**  
*Development Services Department*

516 E. Grand \* P.O. Box 1450 \* Ponca City, OK 74602 \* Phone (580) 767-0383 \* Fax (580) 767-0325

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**JOB OPENING - PONCA CITY**

**BUILDING/PROPERTY INSPECTOR**

**ESSENTIAL DUTIES:**

Conducts field inspections of structures and properties within the City to ensure compliance with applicable building and property maintenance codes. These codes include ICC building codes, nuisances, zoning and property maintenance codes. Examples of nuisances are high grass and weeds, trash and junk accumulation, inoperable or abandoned vehicles, dilapidated structures and any unsanitary conditions.

Interprets appropriate building and property maintenance Codes and applies them in making determinations of whether or not an inspection has passed or failed, or revealed a Code violation. Determines course of action necessary to correct any violations, and communicates that to the contractor, property owner or resident in question. This communication may be in the form of a verbal warning, a letter, or a written citation. Takes complaints from and communicates with the public and other City personnel with regard to property maintenance issues. Keeps records of all complaints, field inspections, and any subsequent actions. Regularly appears in Municipal Court to prosecute individuals.

**QUALIFICATIONS:**

**Knowledge of:**

2018 International Property Maintenance Code, O.S. 22-111-112, Municipal nuisance ordinances

**License or Certificate:**

Possession of Code Enforcement Officer Certification, or the ability to obtain, certification as a Code Enforcement Officer from the Oklahoma Code Enforcement Association (OCEA) within one year of employment.

**WAGE:** Salary up to \$21.00 hourly, depending upon qualifications and experience

**FOR FURTHER INFORMATION OR TO APPLY:**

Contact the Department of Human Resources  
City of Ponca City  
516 East Grand Avenue  
Ponca City, OK, 74601  
[www.poncacityok.gov](http://www.poncacityok.gov)