

RESOLUTION 25-11

RESOLUTION ADOPTING AND REVISING THE EMPLOYEE HANDBOOK

WHEREAS, the establishment of rules and regulations for the hiring and continued employment of City personnel is of benefit to the City, and

WHEREAS, it is advantageous for City personnel to know their rights and terms of employment.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WAVERLY, NEBRASKA that the Employee Handbook as revised on November 27, 2018, incorporates revisions to the following sections:

JOB DESCRIPTIONS

The additions and changes in the above stated section is hereby adopted as policy.

PASSED AND APPROVED THIS 24TH DAY OF JUNE, 2025

Abbey L. Pascoe
Mayor

ATTEST:

Megan K. Frye,
City Clerk/Human Resources Assistant

(Seal)



City of Waverly, Nebraska JOB DESCRIPTION

14130 Lancashire Street • P.O. Box 427
Waverly, Nebraska 68462
Phone: 402-786-2312 • Fax: 402-786-2490
www.citywaverly.com

Municipal Code Inspector

DEPARTMENT: Building and Zoning, Office
REPORTS TO: Building Inspector
FLSA STATUS: Non-Exempt, Non-Volunteer, Part-Time

JOB SUMMARY

Under the direction of the City Administrator, the Municipal Code Inspector is responsible for inspecting properties in the City of Waverly to ensure compliance with Waverly Municipal Code and Waverly Zoning Regulations. This includes investigation of environmental health conditions, nuisances, parking violations, assessment of properties, and other duties as needed. May assist in on-site inspections of building construction, with guidance of the Building Inspector. The position is part-time with a flexible schedule and may include occasional evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of Waverly streets, business names, and residential areas and ability to read a map.
- Knowledge of City of Waverly Municipal Code, Zoning Regulations, and traffic laws and strong desire to learn and find applicable information.
- Basic Knowledge of Microsoft Office and other relevant computer programs.
- Ability to monitor, identify and investigate city code violations on private and public property and initiate plan for resolution.
- General knowledge of the proper methods and materials for building construction.
- Ability to make on-site visual inspections.
- General knowledge of building codes and inspection methods, with training opportunities available as needed.
- Ability to receive and respond to reported code violations and coordinate with other city departments and Lancaster County Health Department as needed.
- Ability to write, maintain, and update accurate records and reports.
- Ability to work independently with minimal supervision.
- Ability to demonstrate professional and personal integrity, and maintain effective relationships with City officials, coworkers, and the public.
- Must safely operate city vehicles.
- Ability to effectively track violations in City's permitting and code enforcement software and follow-up as needed in a timely manner.
- Must have strong verbal and written communication skills.

EDUCATION AND EXPERIENCE

- 1) High school education or equivalent.

- 2) Experience in Microsoft Office.

ESSENTIAL JOB FUNCTIONS

Be punctual and dependable with regular attendance. Must have a thorough knowledge of the City of Waverly Municipal Code concerning health issues and nuisance issues and Zoning Regulations, with a strong desire to learn. Must be able to maintain an effective working relationship with employees and the public; be able to communicate effectively, both verbally and in writing; ability to deal with the public in a friendly and professional manner. Must have organizational skills with basic filing knowledge and ability to update and maintain records on a database.

WAGES, HOURS, AND BENEFITS:

Wages per pay scale and are compensated on an hourly basis.

~~Hours are between 8:00 am to 4:30 p.m. and are flexible on a part-time basis, approximately 15-20 hours per week, and occasionally working up to 30 hours per week based on City needs.~~

Hours may fall within regular office hours (8:00 a.m. to 4:30 p.m.) but can also include evenings, weekends, and other flexible scheduling as needed to meet the demands of the position and city operations.

LICENSE/CERTIFICATION PREFERENCES:

Must possess valid driver's license with clean driving record, with the expectation of notifying the City Administrator of any changes to driving record.

Must be able to pass any background, medical, and drug screenings required.

PHYSICAL REQUIREMENTS:

Must be able to stand, walk, and sit for long periods of time. Position requires driving a vehicle for some or all of the work shift.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job summary. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel. This job description may be changed or updated at any time without notice.