

**City of Vicksburg  
Job Description**

**Job Title:** Privilege License Inspector  
**Department:** Community Development  
**Reports To:** Director of Community Development  
**FLSA Status:** N  
**Prepared By:** VGL  
**Prepared Date:** November 30, 2006  
**Approved By:**  
**Approved Date:**  
**Updated:** January 3, 2018

**Summary:**

Make on-site inspections of commercial buildings and surrounding areas prior to the issuance of a privilege license. Ensure compliance with city ordinances by performing the following duties.

**Essential Duties and Responsibilities:**

Enforce the normal privilege license laws regarding inventory, vending machines, etc.

Verify that all building code requirements are in compliance.

Assist the Zoning Administrator with field inspections.

Inspect for International Property Code Maintenance violations.

Work closely with the Fire Department to coordinate inspections that require an inspection from the Fire Department.

Work closely with the Police Department to coordinate inspections that require an inspection from the Police Department.

Work closely with the Privilege License Clerk regarding the renewal of existing license, and the issuance of a new license.

Monitor and address illegal business.

Inspect transient vendors for proper documentation and take corrective action as necessary.

Data entry of Privilege License data and the maintenance of the data.

Provide correspondence and follow-up to property owners regarding property maintenance code violations and privilege license requirements. May require issuing a citation to the property owner or business owner and appearing in Code Court.

Other duties may be assigned.

**Supervisory Responsibilities:**

This job does not have supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

**Language**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of builders, contractors, or citizen groups.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply basic concepts of algebra and geometry.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished to written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Spreadsheet software (Excel) and Word Processing software (Microsoft Word) and Munis Computer Systems.

**Certificates, Licenses, Registrations**

Must have a valid driver's license.

Certified as a Housing Inspector by SBCCI or as a Property Maintenance Inspector ICC or able to achieve certification within 12 months.

**Other Skills and Abilities**

Must be able to interact effectively with the public and other City Department personnel. Able to communicate well with strong people skills.

**Other Qualifications**

Overtime, alternative work schedules, and on-call status may be assigned as needed.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit. Use hands to finger, handle, or feel. Reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. Talk or hear and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

**Work Environment:**

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and risk of electrical shock.

The noise level in the work environment is usually moderate.