

COA Property Compliance Inspector (Part-Time, Seasonal)

Wage: \$15/hour

Hours: 10–15 hours per week

Schedule: Flexible

Location: Spring Creek Association

Position Summary:

The Spring Creek Association is seeking a responsible and detail-oriented individual for a seasonal, part-time COA Property Compliance Inspector position. This role involves performing residential property reviews to ensure compliance with the Declaration of Restrictions (DOR).

Primary Duties:

- Conduct routine exterior inspections of properties within the Spring Creek community
- Identify and document violations, including:
 - - Unlicensed, inoperative, or unregistered vehicles
 - - Stored trash or debris
 - - Poor exterior conditions of homes and structures
 - - Excessive brush, weeds, or dead vegetation
 - - Fence and satellite dish disrepair
- Submit clear and accurate reports of property conditions
- Work independently and maintain confidentiality and professionalism

Requirements:

- Must be at least 21 years of age
- Must have a valid driver's license and a clean driving record
- Must be reliable and able to work independently
- Knowledge of HOA and DOR regulations is a plus (training provided)

To apply, visit www.springcreeknv.org or contact us at (775) 753-6295 / coa@springcreeknv.org with any questions.