



GVR Metropolitan District

18650 East 45th Avenue • Denver, Colorado 80249

POSITION VACANCY

- Position:** Inspector – HOA Services
- Duties:** The Inspector works with the HOA Supervisor and District Manager to provide Covenant Enforcement and related services for the GVR Metropolitan District through a contractual agreement with the Master HOA for Green Valley Ranch. Heavy focus on covenant enforcement, property inspection, and interface with property owners to administer the HOA's enforcement policy.
- Knowledge and Abilities:** Must have strong Customer Service experience, high school diploma, valid Colorado Driver's license, and strong independent work ethic. Knowledge of covenant enforcement procedures and community rules and regulations through HOA's preferred. Strong computer skills preferred. Photography experience with a digital camera also preferred. Bilingual preferred.
- Experience:** HOA experience preferred but not required.
- Salary:** Pays \$19-20 per hour, depending on experience. This is a full-time position budgeted up to 40-hours per week. Health benefits, PERA, 401K and paid time off.
- Evening work may be required.

Resumes and/or applications received until position if filled.

Submit resume and application to: Micaela Duffy, District Manager
GVR Metropolitan District
18650 E. 45th Ave.
Denver, CO 80249
Fax: (303) 307-3250
Email: Jobs@gvrmetrodistrict.com

GVR Metropolitan District is an Equal Opportunity Employer