## General Statement of Duties
Performs intermediate-level inspection work ensuring compliance with City standards and ordinances, enforces compliance, and may issue citations, orders, or summonses.

## Distinguishing Characteristics
The Associate City Inspector is the second class of a three-part series. The Associate City Inspector performs intermediate-level inspection work and is distinguished from the City Inspector, which performs entry-level inspection work. The Associate City Inspector is also distinguished from the Senior City Inspector that performs full performance level inspection work on large and complex inspections and may perform lead work over other inspectors.

## Guidelines, Difficulty and Decision-Making Level
Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

## Level of Supervision Received & Quality Review
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

## Interpersonal Communication & Purpose
Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgement are required within the parameters of the job function.

## Level of Supervision Exercised
None

## Essential Duties
Performs moderately difficult inspection work to ensure compliance with City standards and ordinances, and enforces compliance by monitoring and re-inspecting work or violations to ensure compliance with specific engineering standard or zoning ordinances specific to land use through onsite audits, reviews, and inspections.

Investigates and resolves complaints regarding zoning, residential health and housing, solid waste, public right-of-way, vacant and derelict buildings, and other compliance issues and presents information to citizens regarding code violations, and may issue citations, stop work orders, or summonses.
Interprets, adapts, and applies appropriate written guidelines, precedents, and standardized work practices to a variety of problematic situations with regard to zoning ordinances and engineering standards.

Makes recommendations to assist citizens and contractors with compliance issues, and may order repair or replacement of substandard work.

Assesses and evaluates approved construction and improvement plans for conformance with City standards and guidelines and determines the proper course of action to ensure compliance.

Initiates appropriate action when unforeseen conditions are present such as identifying and reporting criminal activities and recognizing engineering deficiencies.

Measures vertical and horizontal distances in order to calculate angle slopes to ensure compliance with engineering standards and zoning ordinances with regard to bulk planes, elevations, and grades.

Researches standards and ordinances, writes reports, and maintains records and documents for historical accounts associated with tracking permits, projects, legal actions, and compliance issues.

Reviews and approves Traffic Control Plans to ensure proper safety safeguards are in place and vehicle traffic is properly detoured.

Works with citizens and contractors to develop conformance plans in order to gain compliance with City standards and ordinances.

Coordinates inspections with other City agencies and departments where inspections cross over into other trades areas.

Approves and signs off on Certificates of Occupancy once work is completed within engineering standards or zoning ordinances.

By position, represents the City as a subject matter expert in presenting testimony and historical facts in legal matters, hearings, and court sessions with regard to zoning code violations.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Customer Service** – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Oral Communication** – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes
information and makes correct inferences or draws accurate conclusions.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job
experience to perform one’s job; works with, understands, and evaluates technical information related to the job;
advises others on technical issues.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce
compliance and issue permits.

Skill in conducting investigations to ensure compliance with applicable rules and regulations.

Education Requirement

Graduation from high school or the possession of a GED, HISET or TASC Certificate.

Experience Requirement

Two (2) years of experience of performing inspections to ensure compliance with standards or ordinances at the
entry-level.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirement except for one
year of experience of the type and at the level of City Inspector.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.
Subject to long irregular hours.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Potential exposure to extremes of heat and cold in all weather conditions.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and
agency/department needs.):

Standing: remaining on one’s feet in an upright position.
Walking: moving about on foot.
Sitting: remaining in the normal seated position.
Carrying: transporting an object, usually by hand, arm, or shoulder. Climbing: ascending or descending objects usually with hands/feet. Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Crouching: bending body downward and forward by bending legs. Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by the ear.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distances and space relationships. Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.

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<thead>
<tr>
<th>Background Check Requirement</th>
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<tbody>
<tr>
<td>Criminal Check</td>
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<tr>
<td>Employment Verification</td>
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<tr>
<td>By position, Motor Vehicle Record</td>
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<table>
<thead>
<tr>
<th>Assessment Requirement</th>
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</thead>
<tbody>
<tr>
<td>None</td>
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<table>
<thead>
<tr>
<th>Probation Period</th>
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<tbody>
<tr>
<td>Six (6) months.</td>
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<thead>
<tr>
<th>Class Detail</th>
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<tbody>
<tr>
<td>Pay Grade: N-617</td>
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<tr>
<td>FLSA Code: N</td>
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<tr>
<td>Management Level: 10</td>
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<tr>
<td>Established Date: 9/21/2018</td>
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<tr>
<td>Established By: Lori Schumann</td>
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<td>Revised Date:</td>
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<tr>
<td>Revised By:</td>
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